R E P O R T R E S U M E S

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LOUISIANA STUDY OF MANPOWER AND TRAINING NEEDS IN FINANCE, INSURANCE, AND REAL ESTATE OCCUPATIONS.

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DESCRIPTORS- *OCCUPATIONAL SURVEYS, *FINANCE OCCUPATIONS, *INSURANCE OCCUPATIONS, *REAL ESTATE OCCUPATIONS, EDUCATIONAL NEEDS, WAGES, *EMPLOYMENT OPPORTUNITIES, EMPLOYMENT QUALIFICATIONS, EMPLOYMENT STATISTICS, VOCATIONAL EDUCATION, EMPLOYMENT PROJECTIONS, LOUISIANA,

TO DETERMINE THE EMPLOYMENT OPPORTUNITIES AND TRAINING NEEDS IN THE FINANCE, INSURANCE, AND REAL ESTATE INDUSTRY OF LOUISIANA, DATA WERE OBTAINED FROM PERSONAL INTERVIEWS OF 102 FIRMS REPRESENTING 25.4 PERCENT OF THE INDUSTRY AND EMPLOYING 7,849 WORKERS. FINDINGS INCLUDED--(1) IN 1965, 30,843 PERSONS WERE EMPLOYED IN 56 DIFFERENT JOBS OR OCCUPATIONS, (2) 26 CLERICAL AND SALE OCCUPATIONS CONTAINED 85 PERCENT OF THE WORKERS, (3) SOME HIGH SCHOOL EDUCATION WAS REQUIRED FOR 10 PERCENT, HIGH SCHOOL GRADUATION FOR 67 PERCENT, SOME COLLEGE FOR 8 PERCENT, AND COLLEGE GRADUATION FOR 4 PERCENT OF THE OCCUPATIONS, (4) NO TRAINING REQUIREMENTS WERE ESTABLISHED FOR 47 PERCENT OF THE OCCUPATIONS, BUT FORMAL INPLANT TRAINING WAS REQUIRED FOR 27 PERCENT, BUSINESS OR TRADE SCHOOL TRAINING FOR 21 PERCENT, APPRENTICESHIP TRAINING FOR 3 PERCENT, AND TECHNICAL SCHOOL TRAINING FOR 2 PERCENT OF THE JOBS, (5) EMPLOYMENT IN 1967 WAS EXPECTED TO BE 107 PERCENT OF THAT IN 1965, AND IN 1970 TO BE 119 PERCENT OF THAT IN 1965, AND (6) IT WAS ESTIMATED THAT 5,931 ADDITIONAL EMPLOYEES WOULD BE NEEDED BY 1970. IT WAS CONCLUDED THAT SCHOOL TRAINING PROGRAMS COULD BE UTILIZED TO PROVIDE TRAINING FOR ANTICIPATED JOBS IN THE FINANCE, INSURANCE, AND REAL ESTATE INDUSTRY. DEFINITIONS OF MAJOR INDUSTRIAL GROUPS AND JOB TITLES IN THE INDUSTRY, AND THE INTERVIEW SCHEDULE ARE INCLUDED. (PS)

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AND REAL ESTATE OCCUPATIONS

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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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STUDY HIGHLIGHTS

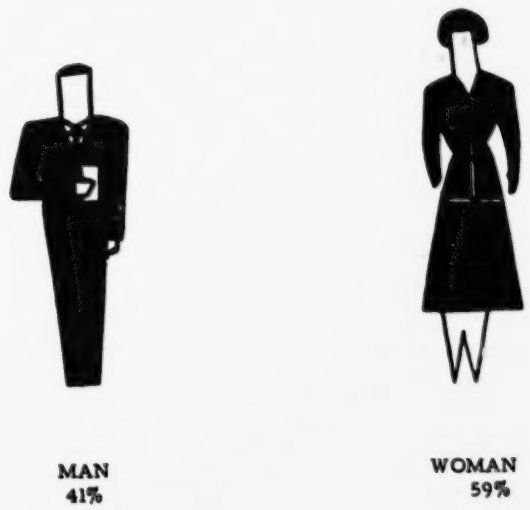


FIGURE I

FINANCE, INSURANCE, REAL ESTATE
OCCUPATIONAL DISTRIBUTION OF EMPLOYMENT BY SEX

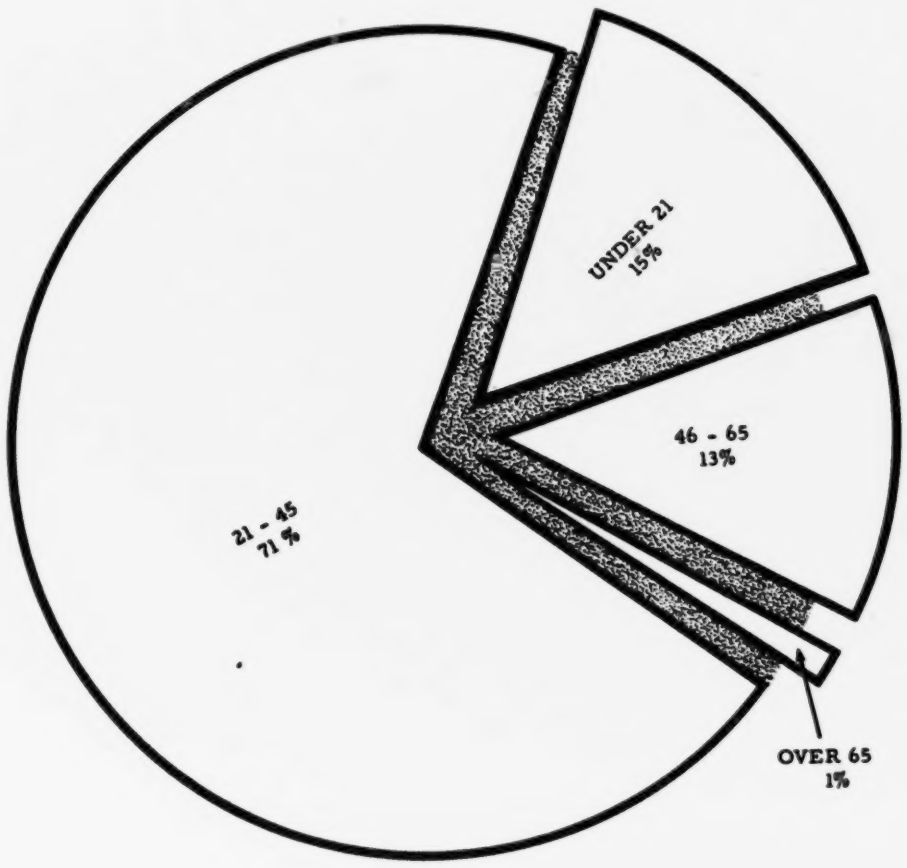


FIGURE II

DISTRIBUTION OF WORKERS BY AGE
GROUPS IN FINANCE, INSURANCE,
REAL ESTATE OCCUPATION

STUDY HIGHLIGHTS

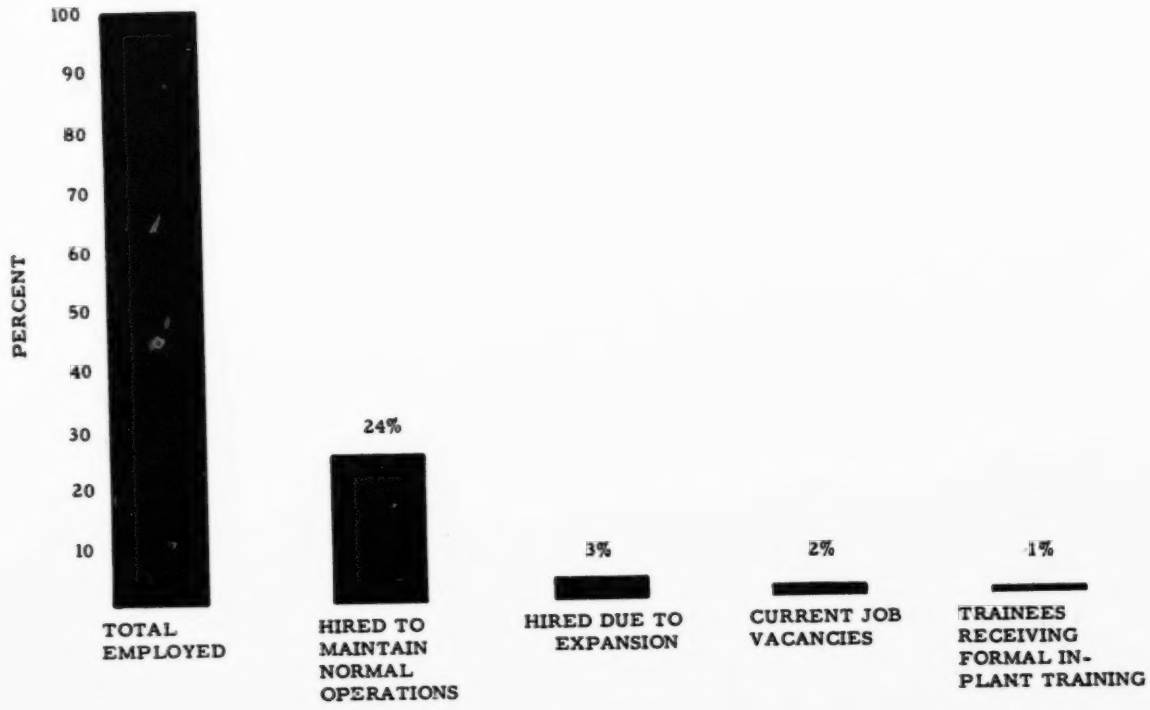


FIGURE III

DISTRIBUTION OF WORKER HIRES, VACANCIES, AND TRAINEES IN FINANCE, INSURANCE, REAL ESTATE OCCUPATIONS

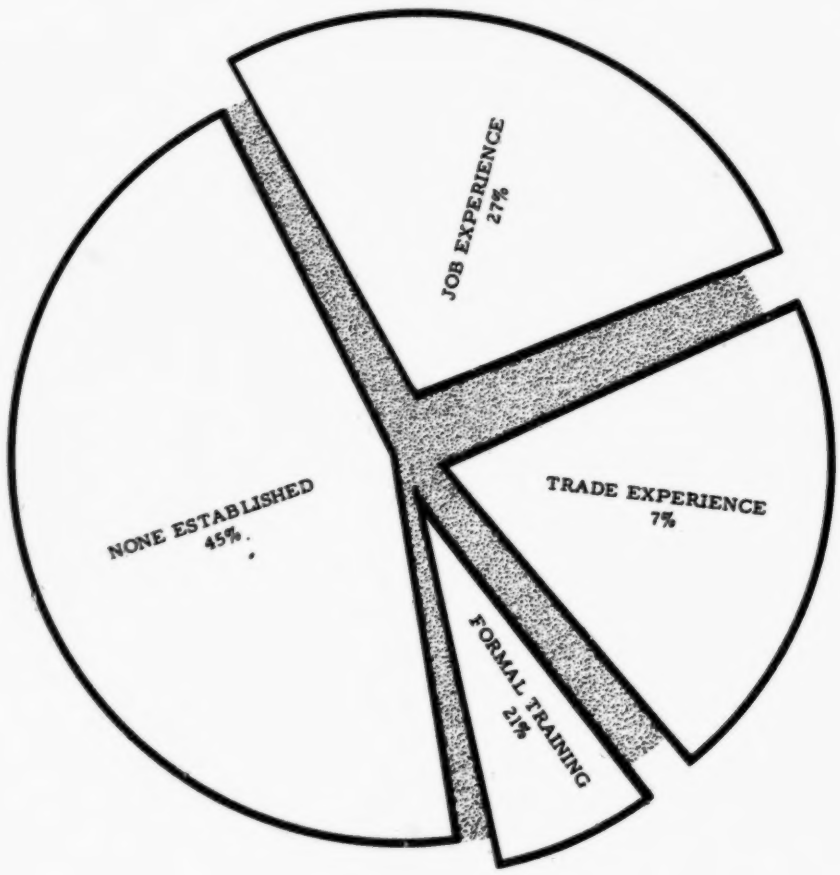


FIGURE IV

EXPERIENCE REQUIREMENTS OF FINANCE, INSURANCE, REAL ESTATE OCCUPATIONS

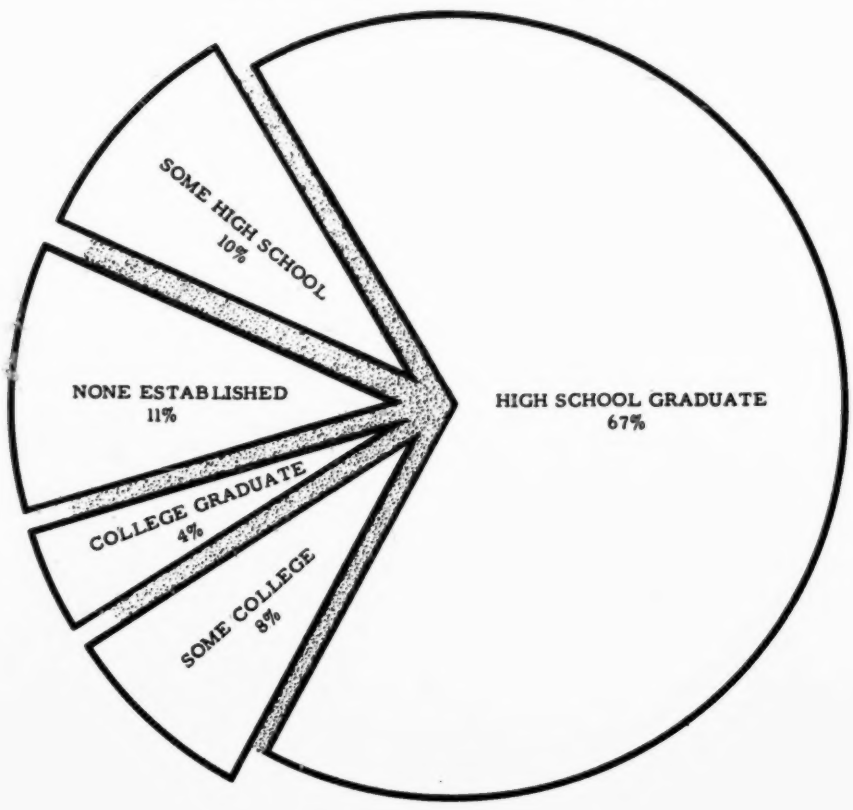


FIGURE V

EDUCATION REQUIREMENTS FOR FINANCE,
INSURANCE, REAL ESTATE OCCUPATIONS

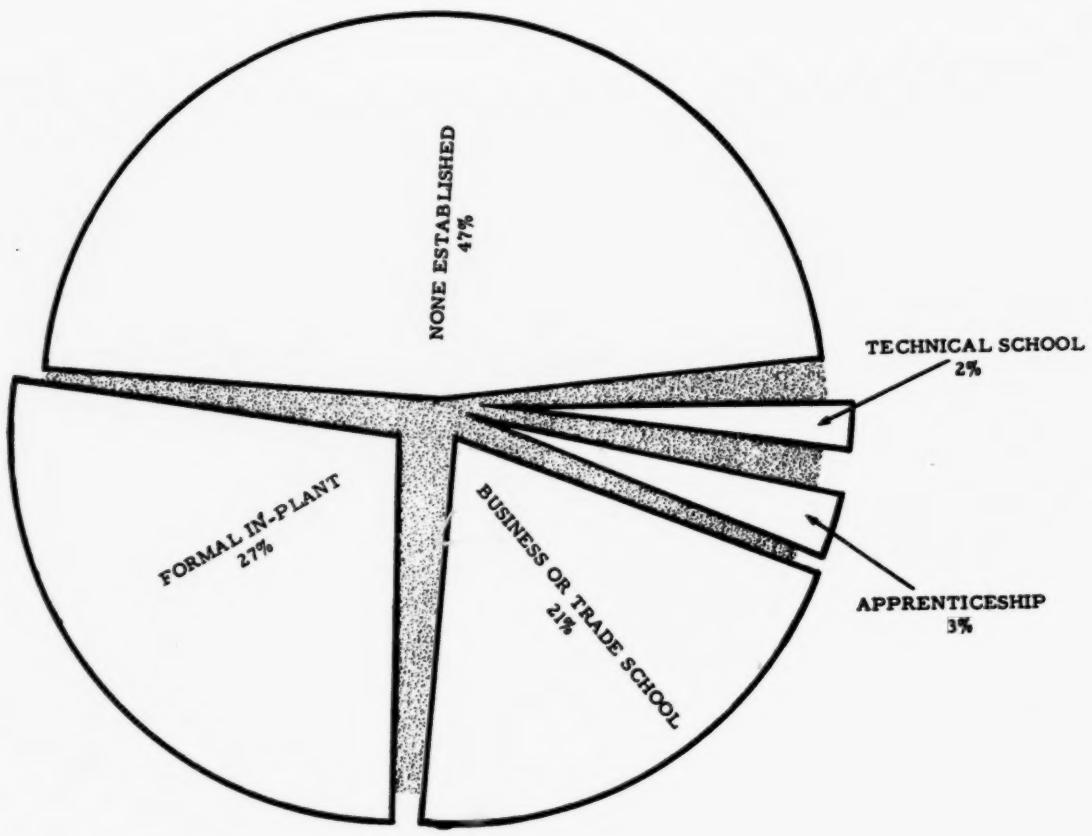


FIGURE VI

TRAINING REQUIREMENTS FOR FINANCE,
INSURANCE, REAL ESTATE OCCUPATIONS

STUDY HIGHLIGHTS

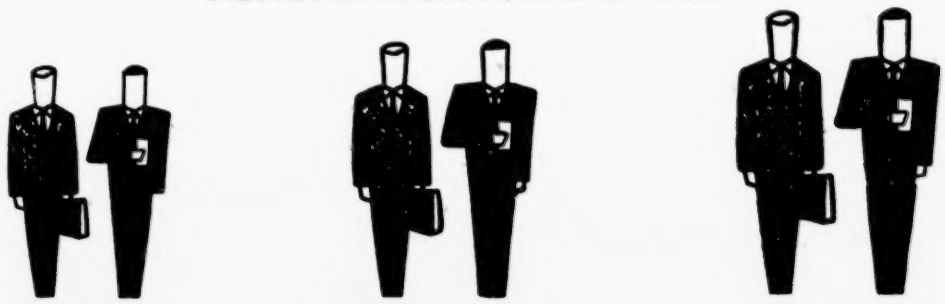
MEN
31.53

WOMEN
46.60

MEN OR WOMEN
21.86

FIGURE VII

PREFERENCE TO HIRE EQUALLY QUALIFIED



1965
100%

1967
107%

1970
119%

FIGURE VIII

ESTIMATED GROWTH IN FINANCE, INSURANCE,
REAL ESTATE OCCUPATIONS

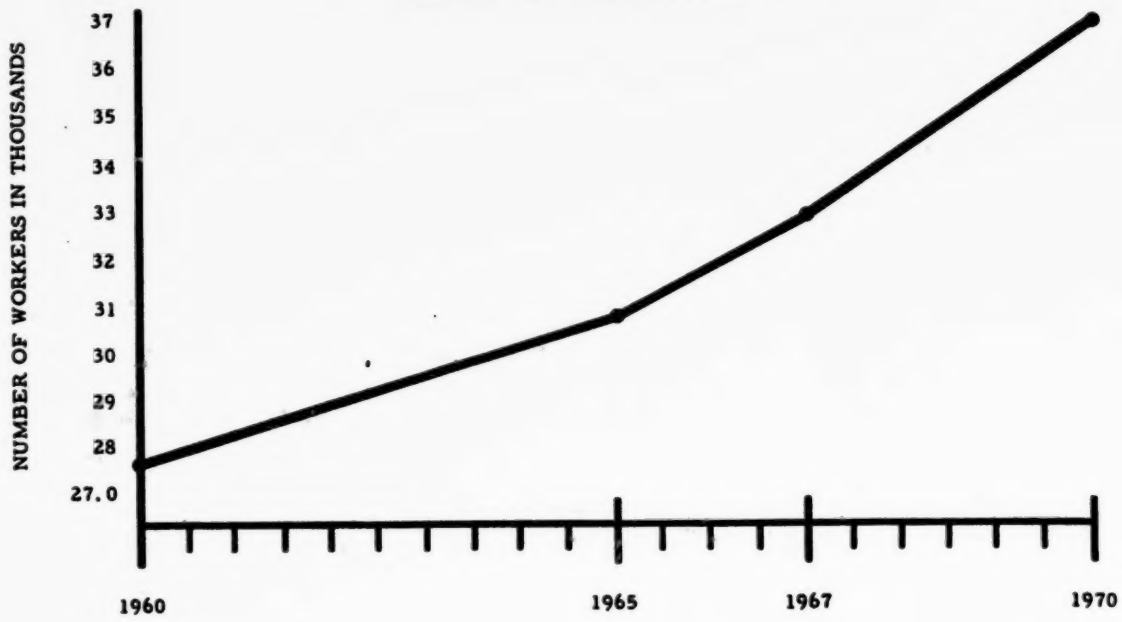


FIGURE IX

ESTIMATED NUMBER OF WORKERS IN FINANCE,
INSURANCE, REAL ESTATE OCCUPATIONS, 1960-1970

LOUISIANA STUDY OF MANPOWER AND TRAINING NEEDS IN FINANCE, INSURANCE, AND REAL ESTATE OCCUPATIONS

Introduction. The purpose of this study was to determine the manpower and training needs for technical, skilled, office, medical and health occupations in Louisiana. State-operated trade and vocational-technical schools offer training which prepares students for employment. The schools' training programs must be realistic in the light of actual or anticipated opportunities for gainful employment. Employment opportunities and training requirements in the Finance, Insurance, and Real Estate industry have been indicated in this report.

Procedures. In order to determine the employment opportunities and training needs in Louisiana, a survey of selected occupations was conducted on a state-wide basis, covering both manufacturing and non-manufacturing industries. Data were collected throughout the state by interviews conducted by trained personnel of the Division of Employment Security, Louisiana Department of Labor. These data were collated and expanded by the Research and Statistics Unit, Division of Employment Security, Louisiana Department of Labor. The report of findings was prepared and issued by the Vocational Curriculum Development and Research Center, Natchitoches Trade School.

The data reported in this study were obtained from personal interviews of 102 firms employing 7,849 workers. This

stratified random sample represents 25.4 per cent of the Finance, Insurance, and Real Estate industry in Louisiana. This sample was selected to include: small, medium-sized and large units, from the standpoint of employment; and a cross section of the activities of the industry.

Definition of terms. The definitions of the following terms will be applicable for this study.

> Finance, Insurance, and Real Estate. This industrial division comprises establishments operating primarily in the fields of finance, insurance, and real estate. Finance includes banks and trust companies, credit agencies other than banks, holding (but not predominantly operating) companies, other investment companies, brokers and dealers in securities and commodity contracts, and security and commodity exchanges. Insurance covers all types of insurance, and insurance agents and brokers. Real estate includes owners, lessors, lessees, buyers, sellers, agents, and developers of real estate.
>
> In most cases, establishments included in this division are primarily engaged in specialized activities in either the finance, insurance, or real estate field and can therefore be classified in one of the major groups provided for these activities. However, there are some small establishments which are regularly engaged in some combination of finance, insurance, real estate, and law, no one of which is the principal activity. A separate major group has been provided for such establishments.[1]

The major groups comprising the division of Finance, Insurance, and Real Estate have been illustrated and defined in Appendix A.

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[1]Technical Committee On Industrial Classification, Office of Statistical Standards, Standard Industrial Classification Manual (Washington, D. C.: U. S. Government Printing Office, 1957), p. 173.

The various job titles or occupations have been defined and listed in Appendix B.

Findings. In 1965, 30,843 persons were employed in Louisiana in the Finance, Insurance, and Real Estate industry. There were 12,769 men, 41 per cent, and 18,074 women, 59 per cent, employed in fifty-six different jobs or occupations. Table I lists the job titles or occupations, the Dictionary of Occupational Titles code numbers, and the distribution of workers according to sex. Study of Table I will reveal there were nine professional and managerial occupations, twenty-six clerical and sales occupations, five service occupations, nine skilled occupations, one horticultural occupation, two semi-skilled occupations, and four unskilled occupations listed in the Finance, Insurance, and Real Estate industry in Louisiana in 1965.

The twenty-six clerical and sales occupations contained 85 per cent of the workers in the industry. The clerical and sales occupations when combined with the professional and managerial occupations contained almost 94 per cent of the workers in the industry. Less than one per cent of the workers in the industry were classified in unskilled occupations.

Almost three-fourths of the workers in the Finance, Insurance, and Real Estate industry were in the prime age group, 21-45 years. Slightly less than one per cent of the workers were over 65 years of age. Study of Table II will reveal that of

TABLE I

FINANCE, INSURANCE, REAL ESTATE OCCUPATIONAL DISTRIBUTION
OF EMPLOYMENT BY TITLE AND BY SEX*
S.I.C. CODES 60-67

Job Title	D.O.T.** Code	Workers In This Job Male	Per Cent	Female	Per Cent
Accountant	0-01	134	87%	20	13%
Lawyer	0-22	14	100%	--	---
Forester	0-35	108	100%	--	---
Programmer	0-69	51	96%	2	4%
Credit Men	0-85	591	96%	27	4%
Building Superintendent	0-87	54	50%	54	50%
Manager and Officials	0-97	609	82%	134	18%
Manager and Officials	0-98	419	89%	54	11%
Manager and Officials	0-99	377	100%	--	---
Bookkeepers and Cashiers	1-01	426	17%	2123	83%
Bookkeeping Machine Op.	1-02	29	2%	1373	98%
Checker	1-03	5	7%	63	93%
General Clerk	1-04	249	24%	800	76%
General Office Clerk	1-05	195	9%	2008	91%
Finance Clerk	1-06	1157	40%	1750	60%
Insurance Clerk	1-08	27	100%	--	---
Clerks-In-Trade	1-12	105	22%	374	78%
Collectors	1-15	1157	100%	--	---
File Clerk	1-17	3	1%	555	99%
General Industry Clerk	1-18	68	15%	374	85%
Messenger	1-23	42	32%	89	68%
Office Machine Operator	1-25	467	24%	1505	76%
Payroll Clerk	1-26	21	72%	8	28%
Secretary	1-33	--	---	1420	100%
Shipping and Rec. Clerk	1-34	8	100%	--	---
Statistic Clerk	1-36	--	---	228	100%
Steno. and Typist	1-37	14	1%	4139	99%

TABLE I (Continued)

Job Title	D.O.T. Code	Male	Per Cent	Female	Per Cent
Stock Clerk	1-38	83	73%	30	27%
Telephone Operator	1-42	--	---	195	100%
Credit Checker	1-48	14	100%	--	---
Insurance Sales	1-57	3608	86%	587	14%
Real Estate Sales	1-63	108	100%	--	---
Partsman	1-75	54	100%	--	---
Boiler Tester, Ins.	1-83	704	100%	--	---
Finance Salesman	1-87	75	100%	--	---
Maid	2-06	--	---	108	100%
Guards and Watchmen	2-61	117	100%	--	---
Janitor	2-84	97	100%	--	---
Porters	2-86	279	100%	--	---
Elevator Operator	2-95	--	---	54	100%
Gardener	3-40	108	100%	--	---
Offset Pressman	4-48	31	100%	--	---
Carpenter	5-25	278	100%	--	---
Painter	5-27	111	100%	--	---
Plasterer	5-29	2	100%	--	---
Plumber	5-30	2	100%	--	---
Stationary Engineer	5-72	180	100%	--	---
Mechanic	5-81	108	100%	--	---
Mechanic Repairman	5-83	110	100%	--	---
Construction Foreman	5-94	54	100%	--	---
Boilermaker	6-83	10	100%	--	---
Attendants	7-60	63	100%	--	---
Offset Press Helper	8-49	27	100%	--	---
Laborer	9-59	54	100%	--	---
Maintenance Mechanic	9-83	54	100%	--	---
Grave Digger	9-89	108	100%	--	---
Totals		12769	41%	18074	59%

*January 1, 1965

**Job Definitions in Appendix B

TABLE II

FINANCE, INSURANCE, REAL ESTATE OCCUPATIONAL DISTRIBUTION
OF EMPLOYMENT BY AGE GROUPS
S.I.C. CODES 60-67

Job Title	Distribution of Workers by Age Groups							
	Under 21		21 - 45		46 - 65		Over 65	
	Number	Per Cent	Number	Per Cent	Number	Per Cent	Number	Per Cent
Accountant	--	---	137	89%	17	11%	--	---
Lawyer	--	---	--	---	14	100%	--	---
Forester	--	---	108	100%	--	---	--	---
Programmer	3	6%	48	90%	2	4%	--	---
Credit Men	95	15%	523	85%	--	---	--	---
Building Superintendent	--	---	--	---	108	100%	--	---
Manager and Officials	--	---	344	46%	399	54%	--	---
Manager and Officials	--	---	318	67%	101	21%	54	12%
Manager and Officials	--	---	216	57%	161	43%	--	---
Bookkeepers and Cashiers	590	23%	1675	66%	284	11%	--	---
Bookkeeping Machine Op.	395	28%	978	70%	29	20%	--	---
Checker	6	9%	51	75%	11	16%	--	---
General Clerk	294	28%	689	65%	63	6%	3	1%
General Office Clerk	513	23%	1492	68%	117	5%	81	4%
Finance Clerk	219	7%	2420	83%	257	9%	11	1%
Insurance Clerk	13	48%	14	52%	--	---	--	---
Clerks-In-Trade	57	12%	395	82%	27	6%	--	---
Collectors	32	3%	1120	96%	5	1%	--	---
File Clerk	278	50%	220	39%	60	11%	--	---
General Industry Clerk	116	26%	324	73%	--	---	2	1%
Messenger	117	89%	14	11%	--	---	--	---
Office Machine Operator	662	33%	1302	66%	8	1%	--	---
Payroll Clerk	--	---	15	52%	14	48%	--	---
Secretary	137	9%	947	67%	333	23%	3	1%
Shipping and Rec. Clerk	--	---	8	100%	--	---	--	---
Statistic Clerk	54	24%	174	76%	--	---	--	---
Steno. and Typist	798	19%	3174	76%	179	4%	2	1%

TABLE II (Continued)

Job Titles	Distribution of Workers by Age Groups							
	Under 21		21 - 45		46 - 65		Over 65	
	Number	Per Cent	Number	Per Cent	Number	Per Cent	Number	Per Cent
Stock Clerk	42	37%	71	63%	--	---	--	---
Telephone Operator	66	34%	109	56%	18	9%	2	1%
Credit Checker	--	---	14	100%	--	---	--	---
Insurance Sales	87	2%	3206	76%	834	20%	68	2%
Real Estate Sales	--	---	--	---	108	100%	--	---
Partsman	--	---	54	100%	--	---	--	---
Boiler Tester, Ins.	--	---	461	65%	243	35%	--	---
Finance Salesman	--	---	75	100%	--	---	--	---
Maid	--	---	--	---	108	100%	--	---
Guards and Watchmen	--	---	78	67%	39	33%	--	---
Janitor	--	---	29	30%	68	70%	--	---
Porters	--	---	160	57%	119	43%	--	---
Elevator Operator	--	---	54	100%	--	---	--	---
Gardener	--	---	108	100%	--	---	--	---
Offset Pressman	--	---	31	100%	--	---	--	---
Carpenter	2	1%	219	79%	57	20%	--	---
Painter	--	---	57	51%	54	49%	--	---
Plasterer	--	---	--	---	2	100%	--	---
Plumber	--	---	--	---	2	100%	--	---
Stationary Engineer	--	---	62	34%	113	63%	5	3%
Mechanic	--	---	108	100%	--	---	--	---
Mechanic Repairman	--	---	50	45%	60	55%	--	---
Construction Foreman	54	100%	--	---	--	---	--	---
Boiler Maker	--	---	8	80%	2	20%	--	---
Attendants	--	---	60	95%	3	5%	--	---
Offset Pressman Helper	--	---	27	100%	--	---	--	---
Laborer	--	---	54	100%	--	---	--	---
Maintenance Mechanic	--	---	54	100%	--	---	--	---
Grave Digger	--	---	108	100%	--	---	--	---
Totals	4630	15%	21963	71%	3959	13%	291	1%

the 291 workers over 65 years of age, 263 of them were in only four job classifications.

Table III reflects that 24 per cent of the total work force were hired during the past year to maintain normal operations and 3 per cent were hired due to the needs of expansion. Two per cent of the job classifications contain current job vacancies while 1 per cent of the total work force were receiving formal in-plant training. Study of Table III will reveal the distribution of hires, vacancies, and in-plant trainees listed according to the percentage of total workers in each job title or occupation classification.

One category, the rehires of painters to maintain normal operations represents a statistical phenomenon which is unlikely to occur again in subsequent surveys.[2]

The approximate range of hourly entry wages for the jobs or occupations in the Finance, Insurance, and Real Estate industry have been arranged in Table IV. These figures will indicate the range only. They cannot be further treated to indicate a measure of central tendency, i.e., a mean or a median wage. Three of the jobs listed indicate some firms pay an entry wage of less than one dollar per hour. A range of wages was not available for two jobs which probably would have been low.

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[2]Letter from S. D. Garvin, Chief, Research and Statistics Unit, Division of Employment Security, Louisiana Department of Labor, dated August 17, 1965.

TABLE III

FINANACE, INSURANCE, REAL ESTATE OCCUPATIONAL DISTRIBUTION
OF WORKER HIRES - VACANCIES - TRAINEES
S.I.C. CODES 60-67

Job Title	Workers Hired During Past Year: Maintain Normal Ops. Number	% Total	Due To Expansion Number	% Total	Current Vacancies For This Job Number	% Total	Trainees Receiving Formal Inplant Training Number	% Total
Accountant	--	---	44	28%	--	---	--	---
Lawyer	--	---	--	---	--	---	--	---
Forester	--	---	--	---	--	---	--	---
Programmer	5	9%	2	4%	--	---	3	6%
Credit Man	95	--	--	---	--	---	--	---
Building Supt.	--	---	--	---	--	---	--	---
Mgr. & Officials	--	---	--	---	--	---	--	---
Mgr. & Officials	--	---	--	---	27	6%	47	10%
Mgr. & Officials	--	---	--	---	--	---	--	---
Bkkprs. & Cshrs.	542	21%	54	2%	54	2%	15	-1%
Bkkpng. Mch. Op.	276	20%	3	-1%	--	---	41	3%
Checker	30	44%	--	---	9	13%	--	---
General Clerk	209	20%	65	6%	6	6%	20	2%
Gen. Off. Clerk	485	22%	65	3%	41	2%	8	-1%
Finance Clerk	462	16%	146	5%	6	-1%	68	2%
Insurance Clerk	14	52%	--	---	14	52%	--	---
Clerks-In-Trade	95	20%	59	12%	2	-1%	11	2%
Collectors	506	44%	9	-1%	3	-1%	141	12%
File Clerk	164	29%	6	1%	30	5	--	---
Gen. Ind. Clerk	165	37%	--	---	--	---	2	-1%
Messenger	47	36%	--	---	--	---	--	---
Off. Mch. Op.	638	32%	269	14%	18	1%	104	5%
Payroll Clerk	12	41%	--	---	2	7%	2	7
Secretary	239	17%	--	---	30	2%	--	---
Shppg. & Rec. Cl.	3	37%	--	---	--	---	--	---
Stat. Clerk	68	30%	14	6%	--	---	--	---
Steno.-Typist	819	20%	72	2%	138	3%	6	-1%

TABLE III (Continued)

Job Title	Workers Hired During Past Year: Maintain Normal Ops. Number	% Total	Due To Expansion Number	% Total	Current Vacancies For This Job Number	% Total	Trainees Receiving Formal Inplant Training Number	% Total
Stock Cl.	42	37%	--	---	--	---	--	---
Telephone Op.	51	26%	14	7%	--	---	--	---
Credit Checker	--	---	--	---	--	---	--	---
Insurance Sales	332	8%	44	1%	239	5%	27	-1%
Real Estate Sales	--	---	--	---	--	---	--	---
Partsman	--	---	--	---	--	---	--	---
Boiler Tester, Ins.	81	11%	27	4%	--	---	--	---
Finance Salesman	75	---	--	---	--	---	--	---
Maid	--	---	--	---	--	---	--	---
Guards & Watchman	--	---	--	---	--	---	--	---
Janitor	162	167%	--	---	--	---	--	---
Porters	20	7%	--	---	29	10%	--	---
Elevator Ops.	216	400%	--	---	--	---	--	---
Gardener	--	---	--	---	--	---	--	---
Offset Pressman	29	94%	--	---	--	---	--	---
Carpenter	--	---	--	---	--	---	--	---
Painter	1238	1115%	--	---	54		--	---
Plasterer	--	---	--	---	--	---	--	---
Plumber	2	100%	--	---	--	---	--	---
Stat. Engineer	108	60%	--	---	--	---	--	---
Mechanic	--	---	--	---	--	---	--	---
Mech. Repairman	--	---	--	---	--	---	--	---
Const. Foreman	--	---	--	---	--	---	--	---
Boilermaker	--	---	--	---	--	---	--	---
Attendants	--	---	--	---	--	---	--	---
Offset Press Helper	--	---	--	---	--	---	--	---
Laborer	--	---	--	---	--	---	--	---
Maint. Mechanic	108	200%	--	---	--	---	--	---
Grave Digger	--	---	--	---	--	---	--	---
Totals	7338	24%	893	3%	702	2%	495	1%

TABLE IV

FINANCE, INSURANCE, REAL ESTATE OCCUPATIONAL
DISTRIBUTION OF ENTRY WAGES
S.I.C. CODES 60-67

Job Title	Approximate Entry Wage For This Job -Range-		
Accountant	1.97	-	2.75
Lawyer	Not Available		
Forester	2.31	-	2.31
Programmer	1.45	-	2.59
Credit Men	1.65	-	2.32
Building Superintendent	Not Available		
Manager and Officials	1.75	-	3.75
Manager and Officials	1.59	-	3.75
Manager and Officials	Not Available		
Bookkeepers and Cashiers	1.15	-	2.95
Bookkeeping Machine Operator	1.15	-	1.50
Checker	1.25	-	1.63
General Clerk	1.10	-	2.30
General Office Clerk	.88	-	3.10
Finance Clerk	1.15	-	2.16
Insurance Clerk	1.20	-	1.20
Clerks-In-Trade	1.25	-	1.87
Collectors	1.50	-	2.31
File Clerk	1.15	-	2.30
General Industry Clerk	1.15	-	2.20
Messenger	1.15	-	1.27
Office Machine Operator	1.20	-	2.95
Payroll Clerk	1.70	-	2.95
Secretary	1.00	-	2.90
Shipping & Rec. Clerk	1.27	-	1.27
Statistic Clerk	1.30	-	1.87
Steno and Typist	1.15	-	2.65
Stock Clerk	1.25	-	2.00
Telephone Operator	1.25	-	2.30
Credit Checker	2.30	-	2.30
Insurance Sales	.75	-	4.50
Real Estate Sales	2.21	-	2.21
Partsman	1.50	-	1.50
Boiler Tester, Inspector	2.02	-	2.02
Finance Salesman	2.30	-	2.50
Maid	Not Available		
Guards and Watchmen	1.15	-	1.20
Janitor	.75	-	1.45
Porters	1.15	-	1.27
Elevator Operator	Not Available		
Gardener	1.00	-	1.00

TABLE IV (Continued)

Job Title	Approximate Entry Wage For This Job -Range-		
Offset Pressman	1.58	-	1.73
Carpenter	1.65	-	2.00
Painter	1.73	-	2.00
Plasterer	2.00	-	2.00
Plumber	2.00	-	2.00
Stationary Engineer	1.60	-	2.19
Mechanic	1.75	-	1.75
Mechanic Repairman	1.73	-	1.87
Construction Foreman	2.50	-	2.50
Boilermaker	2.25	-	2.25
Attendants	1.25	-	1.27
Offset Press Helper	1.15	-	1.15
Laborer	1.25	-	1.25
Maintenance Mechanic	1.25	-	1.25
Grave Digger	1.00	-	1.00

Table V reflects the percentage distribution of experience requirements for the job classifications or occupations in the Finance, Insurance, and Real Estate industry in Louisiana. No experience requirements had been established for 45 per cent of the occupations.

Job experience was required for 27 per cent of the occupations while trade experience was required for 7 per cent of the jobs. Job experience indicates work experience within the same exact job title in an identical industry. Trade experience would indicate work experience in the same general area or trade but not necessarily within the same industry. An example of this might be a bookkeeper in an insurance company who had work experience as a bookkeeper in a finance company. He would have had trade but not job experience.

Twenty-one per cent of the jobs surveyed required completion of a formal training program for employment. In many classifications it was unlikely that this formal training was a formal in-plant training program. The formal training required was more probably academic training for accountants and programmers and apprenticeship training for skilled trades such as carpenters and plumbers. It was reported that 21 per cent of the job classifications required completion of some type of formal training.

Education requirements for occupations in the Finance, Insurance, and Real Estate industry in Louisiana have been

TABLE V

EXPERIENCE REQUIREMENTS BY PERCENTAGE DISTRIBUTION FOR
FINANCE, INSURANCE, REAL ESTATE OCCUPATIONS
S.I.C. CODES 60-67

Job Title	Experience Requirements by Job Title			
	None Established	Job Experience	Trade Experience	Formal Training
Accountant	---	9%	11%	80%
Lawyer	100%	---	---	---
Forester	100%	---	---	---
Programmer	4%	23%	8%	65%
Credit Men	91%	9%	---	---
Building Superintendent	100%	---	---	---
Manager and Officials	21%	55%	4%	20%
Manager and Officials	9%	53%	20%	18%
Manager and Officials	---	---	100%	---
Bookkeepers and Cashiers	54%	16%	8%	22%
Bookkeeping Machine Op.	87%	1%	9%	3%
Checker	7%	70%	---	23%
General Clerk	45%	28%	7%	20%
General Office Clerk	65%	13%	6%	16%
Finance Clerk	38%	13%	22%	27%
Insurance Clerk	---	100%	---	---
Clerks-In-Trade	66%	14%	18%	2%
Collectors	47%	7%	5%	41%
File Clerk	94%	2%	---	4%
General Industry Clerk	87%	3%	1%	9%
Messenger	100%	---	---	---
Office Machine Op.	42%	19%	8%	31%
Payroll Clerk	---	86%	7%	7%
Secretary	26%	33%	4%	37%
Shipping and Rec. Cl.	100%	---	---	---
Statistic Cl.	71%	---	6%	23%
Steno. and Typist	52%	25%	1%	22%
Stock Clerk	74%	24%	2%	---
Telephone Operator	47%	32%	5%	16%
Credit Checker	---	---	---	100%
Insurance Sales	31%	62%	1%	6%
Real Estate Sales	---	---	100%	---
Partsman	---	100%	---	---
Boiler Tester, Ins.	---	50%	---	50%
Finance Salesman	38%	62%	---	---
Maid	100%	---	---	---
Guards and Watchmen	100%	---	---	---
Janitor	44%	56%	---	---
Porters	92%	---	8%	---
Elevator Operator	100%	---	---	---
Gardener	100%	---	---	---

TABLE V (Continued)

Job Title	Experience Requirements by Job Title			
	None Established	Job Experience	Trade Experience	Formal Training
Offset Pressman	---	87%	13%	---
Carpenter	---	49%	2%	49%
Painter	---	2%	98%	---
Plasterer	---	50%	---	50%
Plumber	---	50%	---	50%
Stationary Engineer	---	49%	2%	49%
Mechanic	---	100%	---	---
Mechanic Repairman	---	66%	3%	31%
Construction Foreman	---	50%	---	50%
Boilermaker	---	100%	---	---
Attendants	14%	86%	---	---
Offset Press Helper	100%	---	---	---
Laborer	100%	---	---	---
Maintenance Mechanic	---	100%	---	---
Grave Digger	100%	---	---	---
Totals	45%	27%	7%	21%

well established. Study of Table VI will reveal that only 11 per cent of the job classifications had no educational requirements for employment. Ten per cent of the occupations required some high school education and 67 per cent of the jobs required high school graduation. Some college was indicated for many of the clerical and sales occupations and college graduation was required for some professional and managerial occupations. These latter percentages were 8 per cent and 4 per cent respectively.

The state-operated trade and vocational-technical schools could provide training for those occupations which did not require college graduation. This group eligible for training would comprise 96 per cent of the workers in the industry or slightly more than 29,000 employees.

Table VII lists the training requirements by percentage distribution for Finance, Insurance, and Real Estate occupations. Forty-seven per cent of the occupations have had no training requirements established. Three per cent of the job classifications required apprenticeship training. Twenty-one per cent required business or trade training only 2 per cent of the occupations required technical school training. Twenty-seven per cent of the jobs required formal in-plant training with many of these job titles in the clerical and sales occupations. Some of the requirements were incongruous with present school offerings. One example would be the requirement that all mechanics, a

TABLE VI

EDUCATION REQUIREMENTS BY PERCENTAGE DISTRIBUTION FOR
FINANCE, INSURANCE, REAL ESTATE OCCUPATIONS
S.I.C. CODES 60-67

Job Title	Education Requirements By Job Title				
	None Established	Some High School	High School Graduate	Some College	College Graduate
Accountant	---	---	---	53%	47%
Lawyer	---	---	---	---	100%
Forester	---	---	---	50%	50%
Programmer	---	---	9%	87%	4%
Credit Men	---	---	12%	4%	84%
Building Superintendent	100%	---	---	---	---
Manager and Officials	---	7%	28%	24%	41%
Manager and Officials	16%	---	26%	58%	---
Manager and Officials	86%	---	---	14%	---
Bookkeepers and Cashiers	-1%	5%	88%	-1%	5%
Bookkeeping Machine Op.	---	7%	93%	---	---
Checker	---	---	100%	---	---
General Clerk	---	---	100%	---	---
General Office Clerk	---	12%	85%	3%	---
Finance Clerk	---	1%	98%	1%	---
Insurance Clerk	---	100%	---	---	---
Clerks-In-Trade	3%	---	97%	---	---
Collectors	---	---	62%	38%	---
File Clerk	---	21%	79%	---	---
General Industry Clerk	---	12%	88%	---	---
Messenger	8%	---	92%	---	---
Office Machine Operator	---	3%	96%	1%	---
Payroll Clerk	---	---	61%	39%	---
Secretary	---	18%	81%	1%	---
Shipping and Rec. Clerk	---	---	100%	---	---
Statistic Clerk	---	---	94%	6%	---
Steno. and Typist	---	5%	94%	1%	---

TABLE VI (Continued)

Job Title	Education Requirements By Job Title				
	None Established	Some High School	High School Graduate	Some College	College Graduate
Stock Clerk	---	24%	76%	---	---
Telephone Operator	3%	---	97%	---	---
Credit Checker	---	---	100%	---	---
Insurance Sales	13%	28%	29%	24%	6%
Real Estate Sales	---	---	50%	50%	---
Partsman	---	100%	---	---	---
Boiler Tester, Ins.	100%	---	---	---	---
Finance Salesman	---	---	100%	---	---
Maid	100%	---	---	---	---
Guards and Watchmen	100%	---	---	---	---
Janitor	100%	---	---	---	---
Porters	51%	17%	32%	---	---
Elevator Operator	100%	---	---	---	---
Gardener	100%	---	---	---	---
Offset Pressman	---	---	100%	---	---
Carpenter	100%	---	---	---	---
Painter	100%	---	---	---	---
Plasterer	100%	---	---	---	---
Plumber	100%	---	---	---	---
Stationary Engineer	100%	---	---	---	---
Mechanic	---	100%	---	---	---
Mechanic Repairman	49%	49%	2%	---	---
Construction Foreman	100%	---	---	---	---
Boilermaker	---	100%	---	---	---
Attendants	---	86%	14%	---	---
Offset Press Helper	---	---	100%	---	---
Laborer	100%	---	---	---	---
Maintenance Mechanic	100%	---	---	---	---
Grave Digger	100%	---	---	---	---
Totals	11%	10%	67%	8%	4%

TABLE VII

TRAINING REQUIREMENTS BY PERCENTAGE DISTRIBUTION
FOR FINANCE, INSURANCE, REAL ESTATE OCCUPATIONS
S.I.C. CODES 60-67

Job Title	Training Requirements By Job Title				
	None Established	Apprenticeship	Business or Trade School	Technical School	Formal In-plant
Accountant	39%	---	31%	---	30%
Lawyer	---	---	---	---	---
Forester	100%	---	---	---	---
Programmer	---	5%	---	36%	59%
Credit Men	88%	---	---	---	12%
Building Supt.	100%	---	---	---	---
Manager and Officials	50%	13%	22%	---	15%
Manager and Officials	30%	5%	---	8%	57%
Manager and Officials	100%	---	---	---	---
Bookkeepers & Cshrs.	30%	1%	37%	5%	27%
Bookkeeping Mch. Op.	25%	8%	3%	---	64%
Checker	52%	---	24%	---	24%
General Clerk	40%	1%	19%	---	40%
Gen. Office Clerk	65%	---	11%	---	24%
Finance Clerk	17%	11%	7%	---	65%
Insurance Clerk	100%	---	---	---	---
Clerks-In-Trade	78%	---	---	---	22%
Collectors	7%	1%	---	---	92%
File Clerk	88%	6%	2%	---	4%
Gen. Industry Clerk	51%	1%	39%	---	9%
Messenger	32%	6%	---	---	62%
Office Machine Operator	22%	3%	36%	4%	35%
Payroll Clerk	21%	---	18%	---	61%
Secretary	38%	---	58%	---	4%
Shipping & Rec. Clerk	50%	50%	---	---	---
Statistic Clerk	71%	---	6%	---	23%
Steno and Typist	54%	1%	42%	---	3%

TABLE VII (Continued)

Job Title	Training Requirements By Job Title				
	None Established	Apprenticeship	Business or Trade School	Technical School	Formal In-plant
Stock Clerk	98%	---	---	---	2%
Telephone Operator	43%	---	32%	5%	20%
Credit Checker	---	---	---	---	100%
Insurance Sales	75%	---	2%	1%	22%
Real Estate Sales	100%	---	---	---	---
Partsman	100%	---	---	---	---
Boiler Tester, Ins.	---	---	100%	---	---
Finance Salesman	62%	---	38%	---	---
Maid	100%	---	---	---	---
Guards and Watchmen	100%	---	---	---	---
Janitor	100%	---	---	---	---
Porters	78%	22%	---	---	---
Elevator Operator	100%	---	---	---	---
Gardener	100%	---	---	---	---
Offset Pressman	---	94%	---	---	6%
Carpenter	---	---	98%	2%	---
Painter	100%	---	---	---	---
Plasterer	---	100%	---	---	---
Plumber	---	100%	---	---	---
Stationary Engineer	---	3%	94%	3%	---
Mechanic	---	---	---	100%	---
Mechanic Repairman	50%	---	45%	5%	---
Construction Foreman	---	---	100%	---	---
Boilermaker	---	---	100%	---	---
Attendants	88%	12%	---	---	---
Offset Press Helper	100%	---	---	---	---
Laborer	100%	---	---	---	---
Maintenance Mechanic	100%	---	---	---	---
Grave Digger	100%	---	---	---	---
Totals	47%	3%	21%	2%	27%

skilled trade, be trained in a technical school. This might indicate a lack of understanding among employers as to the respective roles of the business, trade and technical schools.

The greater preference to hire equally qualified women in the Finance, Insurance, and Real Estate industry is reflected in Table VIII. Forty-seven per cent of the occupations reported preference for equally qualified women while 31 per cent of the employers preferred equally qualified men for these occupations. Many of the jobs in the survey were naturally filled by either men or women, e.g., men porters and women maids. Many of the clerical and sales positions could be filled by either males or females. Twenty-two per cent of the occupations reported could be filled by either sex with no difference in preference by the employer. Preferences to employ equally qualified men or women might be compared with actual employment where currently 41 per cent male and 59 per cent female comprise the work force.

The Finance, Insurance, and Real Estate Industry has indicated growth in the past 5 years and has been predicted a greater future growth by 1970. There were an estimated 27,975 employees working in 1960. This work force increased to an estimated 30,843 employees in 1965, an increase of 2,868 for the past 5 years, Table IX reveals the estimated required employment in Finance, Insurance, and Real Estate occupations for 1967 and 1970. An additional 2,096 workers will be required for 1967 bringing the total estimated total employment to 32,939

TABLE VIII

PREFERENCE TO HIRE EQUALLY QUALIFIED MEN OR WOMEN IN
FINANCE, INSURANCE, REAL ESTATE OCCUPATIONS
S.I.C. CODES 60-67

Job Title	Preference To Hire Equally Qualified					
	Men Only		Women Only		Either	
	Number	Per Cent	Number	Per Cent	Number	Per Cent
Accountant	129	84%	14	9%	11	7%
Lawyer	14	100%	---	---	---	---
Forester	108	100%	---	---	---	---
Programmer	47	89%	6	11%	---	---
Credit Men	591	96%	---	---	27	4%
Building Superintendent	---	---	---	---	108	100%
Manager and Officials	612	82%	98	13%	33	5%
Manager and Officials	392	83%	---	---	81	17%
Manager and Officials	377	100%	---	---	---	---
Bookkeepers and Cshrs.	266	10%	1861	73%	422	17%
Bookkeeping Machine Op.	---	---	1141	81%	261	19%
Checker	---	---	27	40%	41	60%
General Clerk	254	24%	380	36%	415	40%
Gen. Office Cl.	47	2%	1692	77%	464	21%
Finance Clerk	66	2%	285	10%	2556	88%
Insurance Clerk	27	100%	---	---	---	---
Clerks-In-Trade	60	13%	207	43%	212	44%
Collectors	1157	100%	---	---	---	---
File Clerk	---	---	508	91%	50	9%
Gen. Industry Clerk	68	15%	305	70%	69	15%
Messenger	10	8%	17	13%	104	79%
Office Mach. Op.	198	10%	1201	61%	573	29%
Payroll Clerk	17	59%	---	---	12	41%
Secretary	---	---	1420	100%	---	---
Shipping and Rec. Cl.	8	100%	---	---	---	---
Statistic Clerk	---	---	214	94%	14	6%
Steno and Typist	---	---	4124	99%	29	1%

TABLE VIII (Continued)

Job Title	Preference To Hire Equally Qualified					
	Men Only		Women Only		Either	
	Number	Per Cent	Number	Per Cent	Number	Per Cent
Stock Clerk	---	---	111	99%	2	1%
Telephone Operator	---	---	195	100%	---	---
Credit Checker	14	100%	---	---	---	---
Insurance Sales	2744	65%	192	5%	1259	30%
Real Estate	108	100%	---	---	---	---
Partsman	54	100%	---	---	---	---
Boiler Tester, Ins.	704	100%	---	---	---	---
Finance Salesman	75	100%	---	---	---	---
Maid	---	---	108	100%	---	---
Guards and Watchmen	---	---	117	100%	---	---
Janitor	---	---	97	100%	---	---
Porters	279	100%	---	---	---	---
Elevator Operator	---	---	54	100%	---	---
Gardener	108	100%	---	---	---	---
Offset Pressman	31	100%	---	---	---	---
Carpenter	278	100%	---	---	---	---
Painter	111	100%	---	---	---	---
Plasterer	2	100%	---	---	---	---
Plumber	2	100%	---	---	---	---
Stationary Engineer	180	100%	---	---	---	---
Mechanic	108	100%	---	---	---	---
Mechanic Repairman	110	100%	---	---	---	---
Construction Foreman	54	100%	---	---	---	---
Boilermaker	10	100%	---	---	---	---
Attendants	63	100%	---	---	---	---
Offset Press Helper	27	100%	---	---	---	---
Laborer	54	100%	---	---	---	---
Maintenance Mechanic	54	100%	---	---	---	---
Grave Digger	108	100%				
Totals	9726	31%	14374	47%	6743	22%

TABLE IX

ESTIMATED REQUIRED EMPLOYMENT IN
FINANCE, INSURANCE, REAL ESTATE OCCUPATIONS
S.I.C. CODES 60-67

Job Title	Estimated Required Employment in Job 1965	1967	1970
Accountant	154	164	180
Lawyer	14	15	16
Forester	108	115	121
Programmer	53	57	62
Credit Men	618	660	723
Building Superintendent	108	115	126
Manager and Officials	743	793	869
Manager and Officials	473	505	553
Manager and Officials	377	402	441
Bookkeepers & Cashiers	2549	2722	2982
Bookkeeping Mch. Op.	1402	1497	1640
Checker	68	73	79
General Clerk	1049	1120	1227
Gen. Office Clerk	2203	2353	2578
Finance Clerk	2907	3104	3401
Insurance Clerk	27	29	32
Clerks-In-Trade	479	512	561
Collectors	1157	1236	1353
File Clerk	558	596	653
Gen. Industry Clerk	442	472	517
Messenger	131	140	153
Office Machine Op.	1972	2106	3006
Payroll Clerk	29	31	34
Secretary	1420	1517	1661
Shipping & Rec. Clerk	8	9	9
Statistic Clerk	228	244	267
Steno and Typist	4153	4435	4859
Stock Clerk	113	121	132
Telephone Operator	195	208	228
Credit Checker	14	15	16
Insurance Sales	4195	4480	4908
Real Estate Sales	108	115	126
Partsman	54	58	63
Boiler Tester, Ins.	704	752	824
Finance Salesman	75	80	87
Maid	108	115	126
Guards and Watchmen	117	125	137
Janitor	97	104	113
Porters	279	298	326
Elevator Operator	54	58	63
Gardener	108	115	126
Offset Pressman	31	33	38
Carpenter	278	297	325

TABLE IX (Continued)

Job Title	Estimated Required Employment in Job 1965	1967	1970
Painter	111	119	130
Plasterer	2	2	2
Plumber	2	2	2
Stationary Engineer	180	192	211
Mechanic	108	115	126
Mechanic Repairman	110	117	129
Construction Foreman	54	58	63
Boilermaker	10	11	12
Attendants	63	67	74
Offset Press Helper	27	29	32
Laborer	54	58	63
Maintenance Mechanic	54	58	63
Grave Digger	108	115	126
Totals	30843	32939	36774
Increase over 1965		2096	5931

from the present 30,843. For the 5-year period of 1965 to 1970, an additional 5,931 employees will be required and will bring the total work force to an estimated total of 36,774 employees. The increase for the period 1965 to 1970 has been estimated to more than double the 1960 to 1965 period increase.

Summary and conclusion. In order to determine the employment opportunities and training needs in Louisiana, a survey of selected occupations was conducted on a state-wide basis, covering both manufacturing and non-manufacturing industries. Data were collected throughout the state from personal interviews conducted in cooperation with the Employment Security Division of the Louisiana Department of Labor. While it was not feasible to survey all manufacturing and non-manufacturing industries in the state due to the large number of small units with few employees, an adequate sample was selected to provide valid data. Data collected were collated and statistically expanded by the Research and Statistics Unit of the Employment Security Division, Louisiana Department of Labor. The report for the Finance, Insurance, and Real Estate industry has been presented in this study.

The work force of the Finance, Insurance, and Real Estate industry in Louisiana consisted of an estimated 30,843 employees, 59 per cent women and 41 per cent men. Seventy-one per cent of the workers were in the prime age group of 21-45 years. Only 1 per cent of the workers were over 65 years of age. There was considerable hiring to maintain normal operations during the

past year, some 24 per cent of the total work force. The total work force increased 3 per cent due to expansion, had 2 per cent current job vacancies, and was giving formal in-plant training to 1 per cent of the employees.

By percentage, there were no experience requirements for 45 per cent of the occupations, job experience required for 27 per cent, trade experience for 7 per cent, and formal training required for 21 per cent of the jobs. There were education requirements for all but 11 per cent of the jobs. Some high school was required for 10 per cent, high school graduation for 67 per cent, some college for 8 per cent, and college graduation for 4 per cent of the occupations in the industry. There were no training requirements established for 47 per cent of the occupations. Formal in-plant training was required for 27 per cent of the jobs, business or trade school training for 21 per cent, apprenticeship training for 3 per cent, and technical school training for 2 per cent. There was a slight preference to hire equally qualified women but the actual employment percentages indicate a much greater percentage of women employed. The bulk of the jobs were in the clerical and sales classifications and the hourly wage range for entry workers was a 75¢ per hour low to a $4.50 per hour high. Incidentally this was in the same occupational classification.

The Finance, Insurance, and Real Estate industry is growing. Employment in 1967 will be 107 per cent of 1965 and employment in 1970 will be 119 per cent of 1965. It was estimated that 5,931 additional employees will be needed

by 1970. The state-operated trade and vocational-technical schools offer training which prepares students for employment. The schools' training programs could be utilized to provide the training background for the anticipated opportunities in the Finance, Insurance, and Real Estate industry in Louisiana.

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APPENDIX A

DEFINITIONS OF MAJOR INDUSTRIAL GROUPS FOR FINANCE, INSURANCE, AND REAL ESTATE OCCUPATIONS*

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*Technical Committee on Industrial Classification, Office of Statistical Standards, Standard Industrial Classification Manual (Washington, D. C.: U. S. Government Printing Office, 1957), pp. 174-186.

APPENDIX A

DEFINITIONS OF MAJOR INDUSTRIAL GROUPS FOR FINANCE, INSURANCE, AND REAL ESTATE OCCUPATIONS

Major Group 60. - BANKING

THE MAJOR GROUP AS A WHOLE

This major group comprises institutions which are engaged in deposit banking or closely related functions, including fiduciary activities.

Group No.	Industry No.	
601		FEDERAL RESERVE BANKS
		Banks, the principal business of which is receiving deposits from banks of deposit and providing advances to such institutions, and which do not engage, except incidentally and on a small scale, in receiving deposits from or making advances to other enterprises or individuals.
	6011	Federal Reserve banks
		The 12 Federal Reserve banks and their 24 branches, which serve as regional reserve and rediscount institutions for their member banks.
602		COMMERCIAL AND STOCK SAVINGS BANKS
		Banks and trust companies engaged in the business of accepting deposits from the public, except mutual savings banks. These establishments are also engaged in extending credit by means of loans and investments.
	6022	State banks, members of the Federal Reserve System
		State chartered banks and trust companies (accepting deposits), which are members of the Federal Reserve System. Deposits in these banks are insured by the Federal Deposit Insurance Corporation.

Group No.	Industry No.	
602		COMMERCIAL AND STOCK SAVINGS BANKS - Continued
	6023	State banks, not members of the Federal Reserve System, insured by the Federal Deposit Insurance Corporation State chartered banks and trust companies (accepting deposits), not members of the Federal Reserve System, the deposits of which are insured by the Federal Deposit Insurance Corporation. (The one private bank, the deposits of which are insured by the Federal Deposit Insurance Corporation, is also included in this industry.)
	6024	State banks, not members of the Federal Reserve System, not insured by the Federal Deposit Insurance Corporation State chartered banks and trust companies (accepting deposits), not members of the Federal Reserve System, the deposits of which are not insured by the Federal Deposit Insurance Corporation.
	6025	National banks, members of the Federal Reserve System Banks (accepting deposits) chartered under the National Bank Act, members of the Federal Reserve System. Deposits in these banks are insured by the Federal Deposit Insurance Corporation.
	6026	National banks, not members of the Federal Reserve System, insured by the Federal Deposit Insurance Corporation Banks (accepting deposits) chartered under the National Bank Act, not members of the Federal Reserve System, the deposits of which are insured by the Federal Deposit Insurance Corporation. These banks are located only in territories and possessions.
	6027	National banks, not insured by the Federal Deposit Insurance Corporation Banks (accepting deposits) chartered under the National Bank Act, not members of

602 COMMERCIAL AND STOCK SAVINGS BANKS - Continued

the Federal Reserve System, the deposits of which are not insured by the Federal Deposit Insurance Corporation. These banks are located only in territories and possessions.

6028 Unincorporated private banks, not insured by the Federal Deposit Insurance Corporation

Unincorporated private banks accepting deposits, not members of the Federal Reserve System, whose deposits are not insured by the Federal Deposit Insurance Corporation.

603 MUTUAL SAVINGS BANKS

Savings banks operating on a mutual basis, without capital stock. They are located chiefly in the New England and Middle Atlantic States.

6032 Mutual savings banks, members of the Federal Reserve System

State chartered mutual savings banks which are members of the Federal Reserve System. Deposits in these banks are insured by the Federal Deposit Insurance Corporation.

6033 Mutual savings banks, not members of the Federal Reserve System, insured by the Federal Deposit Insurance Corporation.

State chartered mutual savings banks, not members of the Federal Reserve System, the deposits of which are insured by the Federal Deposit Insurance Corporation.

6034 Mutual savings banks, not insured by the Federal Deposit Insurance Corporation

State chartered mutual savings banks, not members of the Federal Reserve System, the deposits of which are not insured by the Federal Deposit Insurance Corporation.

604 TRUST COMPANIES NOT ENGAGED IN DEPOSIT BANKING

Banks and trust companies engaged in fiduciary business, but not regularly engaged in deposit banking. Some of these establishments occasionally hold limited amounts of special types of deposits, and their uninvested trust funds are usually classified as deposits. This industry does not include establishments operating under trust company charters which limit their fiduciary business to that incidental to real estate title or mortgage loan activities (Industry 6361).

6042 State nondeposit trust companies, members of the Federal Reserve System, insured and noninsured

State chartered nondeposit trust companies which are members of the Federal Reserve System. Uninvested trust funds (and other funds regarded as deposits) may be insured by the Federal Deposit Insurance Corporation.

6044 State nondeposit trust companies, not insured by the Federal Deposit Insurance Corporation

State chartered nondeposit trust companies, not members of the Federal Reserve System, the uninvested trust funds (and other funds regarded as deposits) of which are not insured by the Federal Deposit Insurance Corporation.

605 ESTABLISHMENTS PERFORMING FUNCTIONS CLOSELY RELATED TO BANKING

6052 Foreign exchange establishments

Establishments primarily engaged in foreign exchange transactions, transmitting funds abroad, or financial operations for banks in other countries. This industry includes branches and agencies of foreign banks, except those engaged in accepting deposits from the general public in the United States which are classified in Group 602.

Group No.	Industry No.	
605		ESTABLISHMENTS PERFORMING FUNCTIONS CLOSELY RELATED TO BANKING - Continued
	6053	Check cashing agencies and currency exchanges Check cashing agencies and local institutions known as "currency exchanges."
	6054	Safe deposit companies Companies primarily engaged in the renting of safety deposit boxes and vault space for the safekeeping of valuables.
	6055	Clearing house associations Associations primarily engaged in expediting the collection of local checks.
	6056	Corporations for banking abroad Establishments incorporated in the United States and engaged in international or foreign banking.
	6059	Establishments performing functions closely related to deposit banking, not elsewhere classified

Major Group 61. - CREDIT AGENCIES OTHER THAN BANKS

THE MAJOR GROUP AS A WHOLE

This major group comprises establishments engaged in extending credit in the form of loans but not engaged in deposit banking.

611		REDISCOUNT AND FINANCING INSTITUTIONS FOR CREDIT AGENCIES OTHER THAN BANKS
	6111	Rediscount and financing institutions for credit agencies other than banks Establishments which are engaged primarily in making loans to, or rediscounting for, credit agencies other than banks.

Group No.	Industry No.	
612		SAVINGS AND LOAN ASSOCIATIONS
		Savings and loan associations, building and loan associations, "cooperative banks" in Massachusetts, and "homestead associations" in Louisiana (home financing and thrift institutions).
	6122	Federal savings and loan associations
		Savings and loan associations operated under Federal charters and supervision. These associations are members of the Federal Home Loan Bank System and their shares are insured by the Federal Savings and Loan Insurance Corporation
	6123	State savings and loan associations insured by the Federal Savings and Loan Insurance Corporation
		State chartered savings and loan associations, the shares of which are insured by the Federal Savings and Loan Insurance Corporation. Most of these associations are also members of the Federal Home Loan Bank System.
	6124	State savings and loan associations, not insured, members of the Federal Home Loan Bank System
		State chartered associations, members of the Federal Home Loan Bank System, the shares of which are not insured by the Federal Savings and Loan Insurance Corporation.
	6125	State savings and loan associations, not insured, not members of the Federal Home Loan Bank System
		State chartered associations, not members of the Federal Home Loan Bank System, the shares of which are not insured by the Federal Savings and Loan Insurance Corporation.

Group No.	Industry No.	
613		AGRICULTURAL CREDIT INSTITUTIONS
	6131	Agricultural credit institutions
		Institutions primarily engaged in extending agricultural credit.
614		PERSONAL CREDIT INSTITUTIONS
		Establishments primarily engaged in extending short-term credit to individuals.
	6142	Federal credit unions
		Cooperative thrift and loan associations organized under Federal charter to finance short-term credit needs of their members.
	6143	State credit unions
		Cooperative thrift and loan associations organized under State Charter to finance short-term credit of their members.
	6144	Industrial loan companies not engaged in deposit banking
		Industrial loan companies not engaged in deposit banking some of which may be called "banks."
	6145	Licensed small loan lenders
		Companies engaged in making small loans, licensed, regulated, and supervised under specific State statutes.
	6146	Installment sales finance companies
		Companies primarily engaged in financing retail sales made on the installment plan. Some of these companies are also engaged in financing wholesale sales on the installment plan.
	6149	Miscellaneous personal credit institutions
		Establishments, not elsewhere classified, primarily engaged in providing loans to individuals.

Group No.	Industry No.	
615		BUSINESS CREDIT INSTITUTIONS
		Establishments primarily engaged in making loans to business enterprises, excluding those engaged principally in home, farm, or personal financing.
	6152	Bond and mortgage companies
		Bond and mortgage companies making loans on business or other nonfarm property.
	6153	Short-term business credit institutions
		Companies primarily engaged in advancing cash to business enterprises for relatively short periods.
	6159	Miscellaneous business credit institutions
		General and industrial loan institutions furnishing long-term credit.
616		LOAN CORRESPONDENTS AND BROKERS
	6161	Loan correspondents and brokers
		Establishments primarily engaged in arranging for mortgage loans by insurance companies, and brokers arranging for farm or business loans by others. These establishments operate on a commission basis and do not ordinarily extend their own credit.

Major Group 62. - SECURITY AND COMMODITY BROKERS, DEALERS, EXCHANGES, AND SERVICES

THE MAJOR GROUP AS A WHOLE

This major group comprises establishments engaged in the underwriting, purchase, sale, or brokerage of securities and other financial contracts on their own account or for the account of others; exchanges, exchange clearing houses and other services allied with the exchange of securities and commodities.

Group No.	Industry No.	
621		SECURITY BROKERS, DEALERS, AND FLOTATION COMPANIES
	6211	Security brokers, dealers, and flotation companies

Establishments primarily engaged in the purchase, sale and brokerage of securities; and those, generally known as investment bankers, primarily engaged in originating, underwriting, and distributing issues of securities.

622		COMMODITY CONTRACTS BROKERS AND DEALERS
	6221	Commodity contracts brokers and dealers

Establishments primarily engaged in buying and selling commodity contracts on either a spot or future basis for their own account or for the account of others. These establishments are members, or are associated with members, of recognized commodity exchanges.

623		SECURITY AND COMMODITY EXCHANGES
	6231	Security and commodity exchanges

Establishments primarily engaged in furnishing space and other facilities to members for the purpose of buying, selling, or otherwise trading in stocks, bonds, or commodities.

628		SERVICES ALLIED WITH THE EXCHANGE OF SECURITIES OR COMMODITIES
	6281	Services allied with the exchange of securities or commodities

Establishments primarily engaged in furnishing services to security or commodity holders, brokers, or dealers.

Major Group 63. - INSURANCE CARRIERS

THE MAJOR GROUP AS A WHOLE

This major group comprises insurance carriers of all types. Agents and brokers dealing in insurance and organizations rendering services to insurance carriers or to policy holders are classified in Major Group 64.

Group No.	Industry No.	
631		LIFE INSURANCE
	6312	Stock life insurance companies Carriers primarily engaged in underwriting life insurance, owned by the stockholders.
	6313	Mutual life insurance companies Carriers primarily engaged in underwriting life insurance owned by the policy holders.
	6319	Life insurance carriers, not elsewhere classified Carriers, not elsewhere classified, primarily engaged in underwriting life insurance
632		ACCIDENT AND HEALTH INSURANCE
	6322	Stock accident and health insurance companies Stock comapnies primarily engaged in underwriting accident and health insurance, owned by stockholders.
	6323	Mutual accident and health insurance companies Mutual companies primarily engaged in underwriting accident and health insurance, and owned by policy holders.
	6324	Hospital and medical service plans Organizations which provide hospital, medical, and other health services to subscribers or members in return for specified subscription charges, providing these services for the most part through contracts with participating hospitals and physicians. Establishments providing these services through their own facilities or employed physicians are classified in Industry 8099.

Group No.	Industry No.	
632		ACCIDENT AND HEALTH INSURANCE - Continued
	6329	Accident and health insurance carriers, not elsewhere classified
		Insurance carriers, not elsewhere classified, primarily engaged in issuing or underwriting accident and health insurance.
633		FIRE, MARINE, AND CASUALTY INSURANCE
	6332	Stock fire, marine, and casualty insurance companies
		Fire, marine, and casualty insurance and reinsurance companies, owned by stockholders.
	6333	Mutual fire, marine, and casualty insurance companies
		Fire, marine, and casualty insurance and reinsurance companies, owned by policy holders.
	6339	Fire, marine, and casualty insurance carriers, not elsewhere classified
		Carriers, not elsewhere classified, primarily engaged in underwriting fire, marine, and casualty insurance.
635		SURETY INSURANCE
	6351	Surety companies
		Companies primarily engaged in underwriting financial responsibility insurance.
	6352	Bank deposit insurance
		Organizations insuring bank deposits and shares in Savings and Loan Associations.
636		TITLE INSURANCE
	6361	Title insurance
		Carriers primarily engaged in underwriting insurance to protect the owner of real

Group No.	Industry No.	
636		TITLE INSURANCE - Continued
		estate or lenders of money thereon against loss sustained by reason of any defect of title.
639		INSURANCE CARRIERS, NOT ELSEWHERE CLASSIFIED
	6399	Insurance carriers, not elsewhere classified
		Companies primarily operating as underwriters of insurance, not elsewhere classified.

Major Group 64. - INSURANCE AGENTS, BROKERS, AND SERVICE

THE MAJOR GROUP AS A WHOLE

This major group comprises agents and brokers dealing in insurance, and also organizations offering services to insurance companies and to policy holders.

641		INSURANCE AGENTS, BROKERS, AND SERVICE
	6411	Insurance agents, brokers, and service
		Agents primarily representing one or more insurance carriers, or brokers not representing any particular carriers, primarily engaged as independent contractors in the sale or placement of insurance contracts with carriers, but not employees of the insurance carriers they represent. This industry also includes independent organizations concerned with insurance services.

Major Group 65. - REAL ESTATE

THE MAJOR GROUP AS A WHOLE

This major group comprises real estate operators, and owners and lessors of real property; as well as buyers, sellers, developers, agents, and brokers.

Group No.	Industry No.	
651		REAL ESTATE OPERATORS (EXCEPT DEVELOPERS) AND LESSORS
		Included in this group are real estate operators (except developers) and lessors. Lessees or lessors engaged in the development or improvement of unimproved real property are classified according to principal activity performed. This group does not include hotels, rooming houses, camps, and other lodging places which are classified in Major Group 70.
	6512	Operators of nonresidential buildings.
	6513	Operators of apartment buildings
		Apartment buildings are defined as containing 5 or more housing units. This group does not include hotels, rooming houses, camps, and other lodging places which are classified in Major Group 70.
	6514	Operators of dwellings other than apartment buildings
		Dwellings other than apartment buildings are defined as containing 4 or less housing units. This industry does not include hotels, rooming houses, camps, and other lodging places which are classified in Major Group 70.
	6515	Lessors of agricultural, forest, and similar properties
	6516	Lessors of mining, oil and similar properties
	6517	Lessors of railroad property
	6518	Lessors of public utility property
	6519	Lessors of real property, not elsewhere classified
653		AGENTS, BROKERS, AND MANAGERS
	6531	Agents, brokers, and managers

Group No.	Industry No.	
653		AGENTS, BROKERS, AND MANAGERS - Continued
		Establishments primarily engaged in renting, buying and selling (for others), managing, and appraising real estate.
654		TITLE ABSTRACT COMPANIES
	6541	Title abstract companies
		Establishments primarily engaged in searching real estate titles. This industry does not include title insurance companies which are classified in Industry 6361.
655		SUBDIVIDERS AND DEVELOPERS
	6551	Subdividers and developers
		Developers engaged in subdividing real property into lots, and developing it for resale on their own account or for others.
656		OPERATIVE BUILDERS
	6561	Operative builders
		Builders primarily engaged in construction for sale on their own account rather than as contractors.

Major Group 66. - COMBINATIONS OF REAL ESTATE, INSURANCE, LOANS, LAW OFFICES

THE MAJOR GROUP AS A WHOLE

This major group comprises establishments not classifiable on the basis of predominant nature of business, generally small in size, which are regularly engaged in any combination of real estate, insurance, loans, or the practice of law. However, if any one of these activities constitutes the principal business, the establishment should not be classified in this major group, but should be classified in the industry provided for that activity.

661		COMBINATIONS OF REAL ESTATE, INSURANCE, LOANS, LAW OFFICES
	6611	Combinations of real estate, insurance, loans, law offices

Major Group 67. - HOLDING AND OTHER INVESTMENT COMPANIES

THE MAJOR GROUP AS A WHOLE

This major group comprises investment trusts, investment companies, holding companies, and commodity trading companies.

Group No.	Industry No.	
671		HOLDING COMPANIES
	6711	Holding companies
		Establishments primarily engaged in holding or owning securities for the purpose of exercising some degree of control over the activities of the companies whose securities they hold. Companies holding securities but which are predominantly operating companies are classified according to the kind of business operated.
672		INVESTMENT COMPANIES
		All types of investment trusts and companies, comprising management investment companies, unit investment trusts, and face-amount certificate companies.
	6722	Management investment companies, open-end
		Investment trusts and companies, other than unit investment trusts and face-amount certificate companies, whose shares contain a provision requiring redemption by the company upon request of the security holder.
	6723	Management investment companies, closed-end
		Investment trusts and companies, other than unit investment trusts and face-amount certificate companies, whose shares contain no provision requiring redemption by the company upon request of the security holder.
	6724	Unit investment trusts
		Investment companies which (1) are organized under a trust indenture, contract of

Group No.	Industry No.	
672		INVESTMENT COMPANIES - Continued
		custodianship or agency, or similar instrument, (2) do not have a board of directors, and (3) issue only securities redeemable at the request of the security holder, each of which represents an undivided interest in a unit of specified securities; but does not include voting trusts.
	6725	Face-amount certificate companies
		Companies which issue face-amount certificates, sometimes referred to as guaranteed face-amount certificates, which are essentially obligations of the issuing company to pay a fixed sum at a specified maturity date and usually require periodic payments by the purchaser.
673		TRUSTS
		Establishments primarily engaged in the management of the funds of individual trusts and foundations. Trusts and funds which are predominantly operating establishments are classified according to the kind of business operated.
	6732	Educational, religious, and charitable trusts
		Establishments primarily engaged in the management of the funds of trusts and foundations organized for religious, educational, charitable, or nonprofit research purposes.
	6733	Trusts, except educational, religious, and charitable
		Establishments primarily engaged in the management of the funds of trusts and foundations organized for purposes other than religious, educational charitable, or nonprofit research.
679		MISCELLANEOUS INVESTING INSTITUTIONS
	6792	Oil royalty companies

Group No.	Industry No.	
679		MISCELLANEOUS INVESTING INSTITUTIONS - Continued
		Enterprises whose principal activity is investing in oil and gas royalties or leases, or fractional interests therein.
	6793	Commodity trading companies
		Companies similar to management investment trusts whose commitments are in future contracts and occasionally in actual commodities or warehouse receipts. These companies are not members of commodity exchangers.
	6794	Patent owners and lessors
		Establishments primarily engaged in owning or leasing patents and copyrights which they in turn license others to use in return for royalty payments.
	6799	Investing institutions, not elsewhere classified

APPENDIX B

DEFINITIONS OF JOB TITLES FOR FINANCE, INSURANCE, AND REAL ESTATE OCCUPATIONS*

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*Division of Occupational Analysis, United States Employment Service, Dictionary of Occupational Titles, Volume I, Definitions of Titles, Second Edition (Washington, D. C.:U. S. Government Printing Office, 1949) pp. 1-1518.

APPENDIX B

DEFINITIONS OF JOB TITLES FOR FINANCE, INSURANCE, REAL ESTATE OCCUPATIONS

ACCOUNTANT: (profess. & kin.) 0-01.20. Devises, installs, and supervises operation of general-accounting, budget, and cost systems: Supervises subordinates engaged in maintenance of accounts and records. Balances books periodically, and prepares statements for administrative officers, showing items, such as receipts, disbursements, expenses, and profit and loss. Prepares Federal, State, or local tax returns. Interprets accounts and records for administrative officers. May be designated according to type of accounting performed, as accountant, revenue; accountant, royalties.

LAWYER: (profess. & kin.) 0-22.10. Advocate; attorney; barrister; counselor; counselor-at-law; jurist; solicitor. A classification title for persons of recognized education, experience, and legal qualifications who are engaged in such phases of law as conducting criminal or civil law suits, drawing up legal documents, or searching proper titles.

FORESTER: (profess. & kin.) 0-35.07. Develops and manages forest lands and their resources for economic and recreational purposes: Plans and directs projects in forestation and reforestation. Maps forest areas, estimates standing timber and future growth, and manages timber sales. Plans cutting programs to assure continuous production of timber. Conducts research in methods of cutting and removing timber with minimum waste and damage, and methods of processing wood for various uses.

PROGRAMMER: 0-69. Develops and prepares diagrams and plans for solution of mathematical, business, scientific and technical problems by means of automatic data processing machines.

CREDIT MEN: (any ind.) 0-85.10. accounts supervisor; credit man; manager, credit investigations. Manages credit and collection department establishment: Investigates financial standing and reputation of prospective customer who is seeking to establish credit. Approves or disapproves extension of credit. Supervises collection of bad accounts and worthless checks. Makes up collection notes to customers. Keeps records of collection.

BUILDING SUPERINTENDENT: (any ind.) 0-87.10. Directs upkeep and management of apartment, office, or other buildings: Issues instruction to subordinates concerning cleaning, repair, and maintenance of mechanical and electrical equipment, plumbing and structure of building. Plans renovations and decorating. Maintains adequate safety protection for public and for building occupants by directing elimination of fire or other hazards, providing necessary fire-extinguishing equipment, and insuring accessibility to fire escapes. Provides special services, such as labor for intraoffice moving, and makes arrangements for additional lighting, heating, and ventilating equipment as necessary. Keeps records of labor and material costs for operating building and issues reports to owners or managing agents.

MANAGER AND OFFICIALS, N.E.C.: (0-97). Have duties that are involved primarily with responsible policy-making, planning, supervising, coordinating, or guiding the work-activity of others. MANAGER, FINANCIAL INSTITUTION direct the management of a financial institution, such as a bank, trust company, building and loan corporation, or loan agency; supervises employees of the institution, assigning duties. Plans and administers methods of procedures. May hire and discharge employees. MANAGER, INSURANCE OFFICE manages an insurance company's branch or district office, usually acting in a supervisory and administrative capacity: Assigns quotas to various insurance salesmen. Audits salesmen's reports to ascertain whether collections are meeting company's quota. Advises salesmen or assists them in closing difficult sales. Employs and discharges salesmen and other office employees. Examples are Presidents, Vice-Presidents, Secretaries, Treasurers, etc.

MANAGER AND OFFICIALS, N.E.C.: (0-98). Have duties that are involved primarily with responsible policy-making, planning, supervising, coordinating, or guiding the work-activity of others. MANAGER, FINANCIAL INSTITUTION direct the management of a financial institution, such as a bank, trust company, building and loan corporation, or loan agency; supervises employees of the institution, assigning duties. Plans and administers methods of procedures. May hire and discharge employees. MANAGER, INSURANCE OFFICE manages an insurance company's branch or district office, usually acting in a supervisory and administrative capacity: Assigns quotas to various insurance salesmen. Audits salesmen's reports to ascertain whether collections are meeting company's quota. Advises salesmen or assists them in closing difficult sales. Employs and discharges salesmen and other office employees. Examples are Banking, Finance, and Insurance Officials such as Bond Cashier (banking) and Manager, Insurance (any industry).

MANAGER AND OFFICIALS, N.E.C.: (0-99). Have duties that are involved primarily with responsible policy-making, planning, supervising, coordinating, or guiding the work-activity of others. MANAGER, FINANCIAL INSTITUTION direct the management of a financial institution, such as a bank, trust company, building and loan corporation, or loan agency; supervises employees of the institution, assigning duties. Plans and administers methods of procedures. May hire and discharge employees. MANAGER, INSURANCE OFFICE managers an insurance company's branch or district office, usually acting in a supervisory and administrative capacity: Assigns quotas to various insurance salesmen. Audits salesmen's reports to ascertain whether collections are meeting company's quota. Advises salesmen or assists them in closing difficult sales. Employs and discharges salesmen and other office employees. Examples are Miscellaneous Managers and Officials such as MANAGER, INSTITUTION (any ind.).

BOOKKEEPERS AND CASHIERS: 1-01.02. Keeps complete and systematic records of establishment's business transactions. Balances books and compiles reports at regular intervals to show receipts, expenditures, accounts payable, accounts receivable, profit or loss and other pertinent items. May calculate wages of employees and make up checks or draw cash from bank for payment of wages. 1-01.52. Keeps a record of cash transactions, receipts, and disbursements incident to the conduct of a business.

BOOKKEEPING MACHINE OPERATOR: 1-02.01. Keeps a set of records of business transactions, using a bookkeeping machine. Types on forms desired data such as: name, address, items purchased or sold, and services rendered. Determines totals, net amounts, and other items, recording final computations on the form. Performs related clerical duties. May make up bills, invoices, and statements on billing machine. In banking institutions, keeps record of individual customer-accounts by debiting withdrawals and crediting deposits.

CHECKER: (clerical) 1-03.10. Checks the quantity, quality, condition, value, and type of articles purchased, sold, or produced, with records or reports. May sort data or items into a predetermined sequence or group before or after checking. May keep records of items checked. May be designated according to type of establishment where checking is done, as WAREHOUSE CHECKER.

GENERAL CLERK: (clerical) 1-04.01. A classification title for the clerical jobs, requiring little or no previous training, which involve the performance of routine clerical duties, such as addressing envelopes, keeping

simple records, gathering and delivering messages, and assisting in operating office machines, and which may require the ability to do simple typing.

GENERAL OFFICE CLERK: (clerical) 1-05.01. administrative clerk, general duty; office girl, general; office man; utility clerk. Depending on the size and type of office, performs any combination of the following or similar clerical duties: Makes up and files reports. Tabulates and posts data in various record books. Takes telephone orders. Checks cash registers. Gives information to callers. Sends out bills. Checks calculations. Keeps a small set of books (BOOKKEEPER II). Takes inventories (INVENTORY CLERK).

FINANCE CLERK: 1-06. This group includes occupations concerned with the preparation, transcribing, transferring, systematizing, or preserving of written communications are performed. Examples are TELLER (banking), CLEARING-HOUSE CLERK (banking), and INTEREST CLERK (banking).

INSURANCE CLERK: 1-08. This group includes occupations concerned with the preparation, transcribing, transferring, systematizing, or preserving of written communications are performed. Examples are ACTUARIAL CLERK (insurance), DEATH-CLAIM CLERK (insurance), and POLICY-CHANGE CLERK (insurance).

CLERKS-IN-TRADE: 1-12. This group includes occupations concerned with the preparation, transcribing, transferring, systematizing, or preserving of written communications are performed. Examples are CREDIT AUTHORIZER (clerical), REFERENCE CLERK (ret. tr.), and LOAN-APPROVAL AGENT (gov. ser.).

COLLECTORS: (clerical) 1-15.02. collection agent; collector man; outside collector; outside-contact man. Makes collections from customers on installment or overdue accounts, or arranges for payment at a later date. May trace addresses of skips (customers who change residences without notification) by inquiring at post office, questioning neighbors, or pursuing any other method. May keep records of status of all accounts (COLLECTION CLERK).

FILE CLERK: (clerical) 1-17.01. filer; filing clerk. Keeps correspondence, cards, invoices, receipts, and other records arranged systematically according to subject matter in file cabinets, drawers, boxes, or in special filing cases: Reads information on incoming material and sorts and places it in proper position in filing cabinet which is usually indexed for ready reference. Locates and removes material from file when requested. May keep record of material removed.

GENERAL INDUSTRY CLERK: 1-18. This group includes occupations concerned with the preparation, transcribing, transferring, systematizing, or preserving of written communications are performed. Examples are MAIL CLERK (clerical), EMPLOYMENT CLERK (clerical), and APPOINTMENT CLERK (clerical).

MESSENGER: (clerical) 1-23.14. delivery boy; errand boy; errand girl; floor boy; messenger boy or girl; runner; wheel boy. Sorts and delivers letters, messages, packages, documents, records, interoffice memoranda, and other items to offices or departments within an establishment or to other business concerns, plants, and banks. Makes trips to and from outside establishments to deliver or to obtain messages or small articles, walking, using bicycle or motorcycle, or riding on public conveyance. May perform a variety of other duties, such as cleaning office machines, cleaning office, and assisting with stockroom inventory.

OFFICE MACHINE OPERATORS: 1-25. This group includes occupations concerned with the preparation, transcribing, transferring, systematizing, or preserving of written communications are performed. Examples are BILLING MACHINE OPERATORS (clerical), ADDING-MACHINE OPERATOR (clerical) and CALCULATING-MACHINE OPERATOR (clerical).

PAYROLL CLERK: (clerical) 1-26.02. Computes wages of company employees and writes the necessary corresponding data on the pay-roll sheets: Calculates each worker's earnings based on TIMEKEEPER's report, individual time cards, and work or production tickets. Posts calculated data on pay-roll sheet, showing information such as worker's name, working days, time, rate, deductions for insurance, and total wages due. May make out pay checks and assist the PAYMASTER in making up and distributing the envelopes. May use a calculating machine (CALCULATING-MACHINE OPERATOR).

SECRETARY: (clerical) 1-33.01. Performs general office work in relieving executives and other company officials of minor executive and clerical duties: Takes dictation, using shorthand or uses a Stenotype machine (STENOTYPE OPERATOR). Transcribes dictation or the recorded information reproduced on a transcribing machine (TRANSCRIBING-MACHINE OPERATOR). Makes appointments for executive and reminds him of them. Interviews people coming into office, directing to other workers those who do not warrant seeing the executive. Answers and makes phone calls. Handles personal and important mail, writing routine correspondence on own initiative. May supervise other clerical workers. May keep personnel records (PERSONNEL CLERK).

SHIPPING AND REC. CLERK: (clerical) 1-34.15. delivery checker; load checker; loading clerk; order checker; outgoing-merchandise checker; packing checker; platform checker; record clerk; shipping-clerk assistant; tally-in-tally-out clerk. Insures completeness and correctness of outgoing shipments by examining such details as quantity, quality, labeling, and addressing of items of merchandise and comparing them with customer's order or other records. May check incoming merchandise (RECEIVING CHECKER).

STATISTICAL CLERK (clerical) 1-36.01. record clerk; report clerk. Compiles regular and special reports, for the use of the management and as a basis for statistical studies, using the regular bookkeeping and accounting records as a source of information: Makes up reports showing information, such as amount and type of material ordered, used, and rejected, volume and class of daily sales, number and kind of accumulative pending sales, and average working time and wage rate of company employees. May check material used as a source of information. May operate an adding machine and a calculating machine.

STENOGRAPHER AND TYPIST: (clerical) 1-37.12. Takes dictation in shorthand of correspondence, reports, and other matter and transcribes dictated material, writing it out in long hand or using a typewriter. May be required to be versed in the technical language and terms used in a particular profession. May perform a variety of related clerical duties (CLERK, GENERAL OFFICE). May take dictation on a stenotype machine (STENOTYPE OPERATOR), or may transcribe information from a sound-producing record (TRANSCRIBING-MACHINE OPERATOR).

STOCK CLERK: (clerical) 1-38.01. counterman; material handler; material keeper; stock attendant; stock checker; stock counter; stock-house clerk; stockkeeper; stockman; stockroom attendant; stockroom clerk; stockroom man; stock-service clerk; stock tender; storekeeper; storeman; storeroom attendant; storeroom clerk; storeroom keeper; store clerk; storesupply clerk; supply clerk; supply-room clerk. Receives, stores, and issues equipment, material, merchandise, or tools in a stockroom or storeroom: Checks incoming orders against items as listed on requisitions or invoices, counting, grading, or weighing the articles (RECEIVING CLERK II). Stores supplies in bins, on floor, or on shelves in a convenient position for removal when needed. Marks identifying codes, figures, or letters on articles. Fills orders requistioning stock, or issues supplies on his own initiative. Takes periodic

inventory or keeps a perpetual inventory of stock on hand, making up necessary reports (INVENTORY CLERK). Requests or orders supplies when needed. May make minor adjustments or repairs to articles carried in stock. May distribute stock among workers on production work, keeping a record of the material issued.

TELEPHONE OPERATOR: (clerical) 1-42.31. control-board operator; p.b.x. operator; private-branch-exchange operator; switch-board operator; telephone-switchboard operator. Operates a cordless telephone switchboard to relay to the different phones in the establishment incoming and interoffice calls, and make connections with outside lines for outgoing calls: Manipulates switch keys to receive incoming calls, to make connection, to relay calls, and to ring phones.

CREDIT CHECKER: (clerical) 1-48.60. appraiser, credit status; outside representative. Appraises property offered as security for loans: Inspects and estimates value of property of prospective clients, such as cars, farm equipment, and livestock. Investigates credit status of applicant (CREDIT CLERK II). Makes written report of findings for use in basis for granting or denying loan. May draw up contracts. May make collections.

INSURANCE SALES: (insurance) 1-57.10. Sells various types of insurance (life, fire, and marine) to new clients. May be designated according to kind of insurance sold, as SALESMAN, CASUALTY INSURANCE; SALESMAN, FIRE INSURANCE; SALESMAN, LIFE INSURANCE; SALESMAN, MARINE INSURANCE.

REAL ESTATE SALES: (real estate) 1-63.10. agent; real-estate agent. Rents and sells property for clients on a commission basis.

PARTSMAN: (clerical) 1-75. Stores and issues a stock of spare and replacement parts, equipment, and expendable items used in a repair or maintenance shop. May drive truck to pick up and deliver parts and supplies to units in other buildings or locations. May be designated according to type of parts issued, as motor-repair clerk; parts clerk, automobile.

BOILER TESTER, INS. (boilermaking) 6-83.130. Makes final test and inspection of boilers and other closed vessels. Connects water-pressure line to vessel. Fills vessel with water. Regulates pressure of water, as indicated by pressure gage, to that for which vessel was designed. Calks minor leaks (STEEL-PLATE CALKER). Approves vessels for shipment or sends vessels back to shop for correction of defects.

FINANCE SALESMAN: (bus. ser.) 1-87.30. Sells credit services, such as credit-rating books and financial reports to banks, wholesale houses, and industrial concerns, writing up orders and keeping various records and report.

MAID: (dom. ser.) 2-06.11. housekeeper, home; maid. Performs, in accordance with instructions from employer, any domestic duty such as cleaning and dusting household furnishings, hallways, and lavatories, changing and making beds, watching children at play, purchasing, preparing, cooking, and serving meals, and washing and ironing clothes. Is frequently the only domestic household employee employed. Is not employed by the day, as opposed to DAY WORKER.

GUARDS AND WATCHMEN: (any ind.) 2-61.03. Guards an industrial plant, warehouse, or other property against fire, theft, and illegal entry. Makes periodic inspection tours about building and grounds, examining doors, windows, and gates to see that they are properly secured and have not been tampered with, and continually watches for irregularities, such as broken water pipes. Registers at regular watch stations as a record of having made inspection rounds at specified times. May perform general maintenance duties, such as sweeping floors, or supervise others in these duties. May fire boilers or do other similar duties, or may operate various plant equipment, performing productive operations. Sometimes designated according to type of property he guards, as dock watchman, warehouse watchman.

JANITOR: (any ind.) 2-84.10. Keeps public parts of building in clean, orderly condition and good state of repair, and operates furnaces and boilers to provide heat and hot water for tenants: Sweeps, mops, and scrubs public halls and stairways (PORTER). Tends the furnace, stoking coal and removing clinkers and ashes and refuse, trucking or rolling the cans to the street for pick-up by local sanitation department. Makes minor repairs to defective plumbing, electrical wiring, or other parts of the building. Replaces burned-out electric lamps in public halls. Cleans sidewalks of snow or debris. May grease elevator slides and clean elevator pits. In large establishments, tending furnace may be the full-time job as FIREMAN, LOW PRESSURE.

PORTERS: (any ind.) 2-86.10. laborer, building maintenance. Works in an establishment, such as an office building, bank, insurance company, educational institution, place of amusement, beauty parlor, public bath, dental laboratory, advertising agency, store, or repair shop, performing any combination of duties, involved in cleaning the premises, furniture, and equipment (as opposed to cleaning production department in a factory (PORTER II)).

ELEVATOR OPERATOR: (any ind.) 2-95.20. Transport passengers between floors of an office building, apartment house, department store, hotel, or similar establishment by manipulating control levers or other starting and stopping devices to regulate the movement of an elevator cab. Opens and closes safety gate and door of elevator at each floor where stop is made. Supplies information to passengers, such as the location of offices, merchandise, and individuals. May perform other duties, such as distributing mail on various floors, answering telephone, and preventing entrance into the building of unauthorized persons.

GARDENER: (dom. ser.) 3-40.01. Keeps flowers, trees, and premises about home in a healthy and attractive condition: Plants, transplants, fertilizes, sprays, waters, prunes, and otherwise tends to the cultivation of flowers, bushes, fruit trees, or other shrubbery on premises or in a greenhouse. May perform other duties, such as mowing lawn, whitewashing fences, tending to tennis courts, and cleaning snow from walks. Frequently is delegated to perform other household employees' duties, such as waxing floors, tending the furnace, or caring for pets.

OFFSET-PRESSMAN: (print. & pub.) 4-48.050. Makes ready and tends an offset printing press that imprints stock sheets with illustration or type material from lithograph (prepared zinc) plates: Washes plate to remove protective coating and cleans back of plate to perfect smoothness. Builds up back of plate to desired printing thickness (about 0.015) with sheets of tissue paper. Clamps one edge of plate to plate cylinder, using hand tools. Operates press slowly to wrap plate and backing in place around cylinder, and clamps other edge to cylinder. Adjusts diameter of blanket cylinder exactly to diameter to plate cylinder by building up tissue paper sheets under rubber blanket (covering) of cylinder. Pours supply of ink in fountain (trough) of press and runs press until ink rollers are thoroughly coated. Adjusts space between blanket and impress cylinder to thickness of stock to be printed and sets water roller so as to deliver proper moisture to plate cylinder. Starts press and runs several sheets through press to prepare proofs. Scans proofs closely for flaws and cleans plate or cylinder to correct any found. Starts motor and press and tends press during production run. Removes plate from press at end of run, and cleans plate and cylinders. Lubricates and cleans press.

CARPENTER: (const.) 5-25.110. Performs general carpentry work involved in the erecting of wooden building frames, installing exterior and interior trim, laying floors, building concrete forms, pouring chutes, wooden scaffolds, and similar work entailing the cutting, shaping, and fastening together of wood or material, such as fiberboard, that is treated and used the same as wood. Usually workers specialize in one type of carpentry work performed, as CARPENTER, DOCK; CARPENTER, FINISH.

PAINTER: (const.) 5-27.010. Performs all classes of painting work, such as painting the exterior of houses, sheds, and other structures (PAINTER, ROUGH), and painting and decorating the interior of buildings (GRAINER, HAND (any ind.)); PAINTER, INTERIOR FINISH). Mixes paint and matches colors by stirring together the proper proportions of pigment, base, and thinner. Uses brushes and spray gun to apply paint. Erects working scaffold. Removes old paint by applying liquid paint remover or by heating surface with blowtorch and scraping off paint.

PLASTERER: (const.) 5-29.100. Applies plaster to walls and ceilings: Spreads plaster over laths with trowel. Smooths surface by rubbing darby (a narrow, level board with handles at each end) over the plaster. May coat the back surface of precast ornamental plaster with plaster mortar and stick or set it by pressing it into the walls and ceiling (PLASTERER, MOLDING). May do "three-coat work" which is usually done on flat surfaces. The first coat, consisting of plaster containing hair, is well scratched and roughly smoothed. The second coat, which is like the first except that it contains no hair, is put on and floated. The third or finish coat, consisting of lime and plaster of paris is put on very thin and the surface smoothly finished.

PLUMBER: (const.) 5-30.210. Assembles and installs air, gas, water, and waste-disposal systems: Cuts openings in walls for pipes. Bends pipe over blocks by hand. Cuts, reams, and threads pipe (PIPE CUTTER I; PIPE THREADER, HAND). Calks joints (PIPE CALKER). Wipes joints. Pours molten solder over joints and spreads and shapes solder with a cloth. Tests joints and pipe system for leaks by by filling pipe with water under pressure and checking with a gage for a fall in pressure. Installs gas, water, and sanitary fixtures and equipment with their supports, hangers, or foundations.

STATIONARY ENGINEER: (any ind.) 5-72.010. Operates and maintains stationary engines and mechanical equipment such as steam engines, air compressors, generators, motors turbines, ventilating and refrigerating equipment, steam boilers, and boiler-feed-water pumps. Observes

meters and gages to determine operating condition of equipment, and makes adjustments or minor repairs necessary to insure efficient performance. Keeps clerical records, such as temperature of equipment and hours of operation, fuel consumed, and temperature and analysis of flue gases. In most states and municipalities, licenses (first, second, or third class) are required for boiler attendance and for the operation of the various engines and machines, the worker being restricted to the operation of types and sizes of equipment authorized by the license possessed.

MECHANIC: (auto. ser.) 5-81.010. Repairs passenger automobiles and light delivery trucks, performing such duties as disassembling and overhauling engines, transmissions, clutches, rear ends, and other assemblies on automobile, replacing worn or broken parts, grinding valves, adjusting brakes, tightening body bolts, and alining wheels. Uses hoists, wrenches, gages, drills, grinding wheels, and other general or specialized machines, gages, and tools. This worker may be restricted to repair of automobile motors, transmissions, and clutches, the remainder of repair work being performed by other workers.

MECHANIC REPAIRMAN: (any ind.) 5-83.641. fixer; machine adjuster; machine fixer; machine-maintenance man; machine overhauler; machine repairman; machine set-up man; mechanical handyman; repair mechanic; tool-and-machine maintenance man. A classification for workers who keep machinery and mechanical equipment of an establishment in a state of good repair: Examines machines for defects in operation, locating faulty part by listening to machine while it is in operation or by other methods based on his duties as necessary. Moves heavy machine parts with aid of hoists and rollers. Is usually required to have a knowledge of the operation of machines he repairs. In general, works with lighter machinery than a MILLWRIGHT, and is primarily concerned with keeping machinery in good repair rather than with changing layout and setting up or installing machines. If worker performs other types of maintenance work, such as repairing plumbing, brickwork, or electrical fixtures, he should be classified as MAINTENANCE MAN, FACTORY OR MILL.

CONSTRUCTION FOREMAN: (any ind.) 5-94. boss; chief; head; leader; overlooker; overseer; principal; section chief; section leader; senior; supervisor. Supervises a group of workmen engaged chiefly in one craft, as CARPENTERS (const.) or ELECTRICIANS. Interprets blueprints, sketches, and written or verbal orders. Determines procedure of work. Assigns duties to craftsmen and inspects their work for quality and quantity. Maintains harmony among workers. May keep time, production, and other clerical

records; employ, train, and discharge workers; assist subordinates during emergencies or as a regular assigned duty (WORKING FOREMAN); set up or inspect equipment preparatory to regular operations; and perform related duties of supervisory or minor administrative nature. Must be skilled in the particular craft in which he functions.

BOILERMAKER: 6-83.100. Performs any or all machine and hand operations necessary to fabricate and assemble boilers, tanks vats, and other vessels made of heavy steel plates: Lays out work on plates (LAYOUT MAN). Cuts plates to size and shape (FLAME-CUTTER OPERATOR; CIRCLE-SHEAR OPERATOR; FLAME-CUTTING-MACHINE OPERATOR; POWER-SHEAR OPERATOR). Punches holes in plates for rivets or bolts (PUNCH-PRESS OPERATOR II (any ind.)). Bends angle irons or plates to desired radius (ANGLE-ROLLER-MACHINE OPERATOR; BENDING-ROLLER OPERATOR; SLIP-ROLLER OPERATOR). Forms flanges on plates (FLANGING-PRESS OPERATOR). Forms concave plates for boiler or tank heads (DISHING-MACHINE OPERATOR). Forms or shapes plates in bulldozer (BULLDOZER OPERATOR (forging)). Bends plates (BRAKE OPERATOR MACHINE). Assembles headers, tubes, baffle plates, and other parts, riveting or welding parts together (RIVETER, HYDRAULIC; RIVETER, PNEUMATIC; WELDER, ACETYLENE; WELDER, ARC). Calks seams and rivet heads (STEEL-PLATE CALKER). Chips burrs from plate edges (CHIPPER, METAL). Fastens boiler tubes or flues into headers, expanding tube ends with and expanding tool.

ATTENDANTS: (auto. ser.) 7-60.500. Performs duties at automobile service station as requested by customer: Supplies car or truck with oil, water, air, and gasoline. Changes oil and lubricates automobile or truck (GREASER). Sells and installs such accessories as windshield wipers, rear-view mirrors, and spark plugs. Changes and repairs tires (TIRE CHANGER; TIRE REPAIRMAN). May wash automobiles (CLEANER III (any ind.)).

OFFSET-PRESSMAN HELPER: (print. & pub.) 8-49.01. A worker who assists another worker by performing specific or general duties, usually of lesser skill, such as keeping a worker supplied with materials, tools, and supplies; cleaning working area, machine, and equipment; performing routine machine operations.

LABORER: 9-83. One who does physical labor; a person who does work that require strength rather that skill as distinquished from actions and from the professional class.

MAINTENANCE MECHANIC: (any. ind.) 9-83.641. A classification title for workers who keep machinery and mechanical equipment of an establishment in a state of good repair: Examines machines for defects in operation, locating faulty part by listening to machine while it is in operation or by other methods based on his mechanical knowledge. Dismantles or partially dismantles machine to gain access to defective part and removes part, using various hand tools such as wrenches, screw drivers, and pliers. Repairs part, using hand tools, or obtains replacement part from stock. Reassembles machine making necessary adjustments to insure efficient operation. Affixes special attachments, sets dies, oils and greases machinery, repairs belts (BELTMAN), and performs other similar duties as necessary. Moves heavy machine parts with aid of hoists and rollers. Is usually required to have a knowledge of the operation of machines he repairs. In general, works with lighter machinery than a MILLWRIGHT, and is primarily concerned with keeping machinery in good repair rather than with changing layout and setting up or installing machines.

GRAVER DIGGER (agric. & hortic. ser.) 9-89.91. Digs graves with pick and shovel in cemeteries and churchyards. Braces sides of excavation with boards to prevent cave-ins during burial ceremony. Refills grave with earth after ceremony, planting ivy or other green on surface as directed. Exhumes corpses upon instructions. May assist in lowering coffin into grave by manipulating ropes.

APPENDIX C

INTERVIEW SCHEDULE

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JOB TITLE OR OCCUPATION	Workers in this Job January 1, 1965		Number of workers in the Following Age Groups				Number of Workers Hired During the Past Year		Number of Current Vacancies For This Job	Num Rec pla Ent
	Male	Female	Under 21	22-45	46-65	Over 65	To Maintain Normal Operations	Due to Expansion		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	
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CONFIDENTIAL REPORT ON MANPOWER

The purpose of this survey is to determine the manpower and training needs for technical, skilled, office, medical and health occupations in Louisiana at the present time and to estimate these needs for the next ten years. The validity of this survey will depend upon the response from Louisiana industry in furnishing the data requested in this questionnaire. If exact data are not available, reliable estimates are requested from respondents. Only summary data will be published and respondents will not be identified.

Total Number of Per

Total Number of Per

Total Number of Per

...ed ...on	Number of Current Vacancies For This Job	Number of Trainees Receiving Formal In-plant Training to Enter This Position	Approximate Entry Wage For This Job	Experience Requirements for this Job				Education Requirements for this Job					Training Requirements		
				None Established	Job Experience	Trade Experience	Completion of Formal Training	None Established	Some High School	High School Graduate	Some College	College Graduate	None Established	Apprenticeship	Business or Trade School
	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)

Total Number of Persons on your Payroll January 1, 1960_____

Total Number of Persons on your Payroll January 1, 1965_____

Total Number of Persons on your Payroll N O W _____

...n Requirements for this Job				Training Requirements for this Job					Preference to Hire Equally Qualified Men or Women			Estimated Required Employment in Job		
...ool	High School Graduate	Some College	College Graduate	None Established	Apprenticeship	Business or Trade School	Technical School	Formal In-plant	Men Only	Women Only	Either	1967	1970	1975
18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)